

Vacancy ref: 5650

Faculty of Health Innovation Technology and Science
JOB DESCRIPTION

Title:	Assistant Technician (Nursing and Public Allied Health)
Department:	Faculty of Health, Innovation, Technology and Science
Grade:	Grade 4
Salary:	£25,179 - £26,615 per annum
Hours:	Full time
Contract Length:	Permeant
Reporting to:	Technical Resource Manager
Location:	Tithebarn Street, Liverpool, although staff may be asked to work in any location within the University.
Introduction:	The appointed person will be expected to assist and contribute to the development and efficient delivery of the teaching and technical support function within the School of Nursing, Public and Allied Health.

Purpose of the role

Assisting in the provision of technical and teaching support for activities based within the Simulation and Skills Resource Centre. Assist with writing and delivery of simulation scenarios including, but not limited to, the use of manikins. Be technically competent in use of relevant equipment. Assist with security of equipment and safe disposal of sharps and waste. Contribute to stock control, equipment maintenance and hygiene, and health and safety requirements. The post holder may be required to undertake some evening and weekend work, in order to support the business needs of the school.

Duties

Responsibilities:

- Work in partnership with staff to support the faculty's objectives relating to learning, teaching, and research.
- Contribute to a supportive working environment and foster productive working relationships with team members, ensure requirements and expectations are understood and implemented.
- Provide high-quality technical support to the faculty simulation suites as required, as directed by the appropriate technician or team leader.
- Provide support when needed in teaching, research and enterprise areas.
- Assist with routine administration, including record-keeping, stock control, and ordering consumables via i-Buy (university purchasing portal). Using appropriate databases to assist with these tasks.
- Attend and contribute to staff meetings.
- Support activities that run into the late evening, weekends and off site, as business needs demand.

Technical Activities:

- Assist teams with daily care and maintenance of health care simulation across the school of nursing, public and allied health.
- Assist with maintaining relevant equipment to a high standard through effective housekeeping, cleaning, repair, and replacement of parts as directed.
- Cleaning and sterilising equipment and consumable as directed.
- Preparation of equipment for simulated learning, working collaboratively with technical team.
- Attend training on specific equipment and techniques as deemed necessary by Senior Technicians.
- Assist with the setting up and clean-down of suites in own area and provide support to other areas when required.
- Out of timetabled activities supporting upkeep of research provision as directed and agreed by technical resource managers.
- Liaison with academic staff, technicians and other Faculty staff, sharing and disseminating good practise.
- The planning and delivery of practical demonstrations, including timetabling of sessions, provision of equipment and other resources required.
- The delivery of practical demonstrations, including the demonstration of processes and techniques. Applying and sharing a working knowledge of appropriate theory and practice with students.
- Assist in the support for the Simulation and Skills Resource Centre ensuring that the rooms are prepared for teaching, equipment is checked and in working order.
- Assist with annual and interim audits of stock as required by management and help keep accurate records of stock location, particularly where stock is removed from the premises for teaching elsewhere.
- Assist with simulation training. This will require working with advanced life size manikins, Endoscopy scopes, ABP's (Animal by products) predominantly porcine, and a wide range of medical equipment.

Health And Safety:

- Take responsibility for health and safety in a designated technical area, reporting issues promptly to senior technicians and team leaders and ensuring compliance with University policies, procedures, and codes of practice.
- Remain aware of changes to local Health and Safety regulations and implement necessary procedures.
- Write and update documentation related to the area of responsibility, including risk assessments, COSHH assessments, and standard operating procedures.
- Maintain routine simulation suite and stock room cleanliness, conduct basic equipment safety checks undertake flushing regimes, waste management processes in line with environmental process, and safety checks.

Values and Regulations

- Any other duties commensurate with the grade as deemed necessary by the Faculty Technical Resource Manager.
- A commitment to LJMU's values and regulations and Diversity and Inclusion Policy.
- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU's Environmental Management, Energy Management and Sustainability Policy Statement, and the Climate and Sustainability Plan.
- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Executive Leadership Team, are contained in Section 2 of the University's Safety Management Code of Practice (MCP1) Organisation for the

Implementation of the Health and Safety Policy. The post-holder's mandatory Environmental Management responsibilities are contained in Section 2 of the University's Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy.

- For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

November 2026

PERSON SPECIFICATION

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

Essential Factors	Evidence
HNC or HND in a relevant subject or equivalent qualification E, or Proven track record of broad substantial relevant experience demonstrating general knowledge of technical practice	A
Aptitude	
Technical experience/skills preferably in an educational, medical or clinical environment.	A, I
Willingness to learn new skills	A, I
Interpersonal skills	I
Customer facing skills	I
Ability to work independently under pressure	A, I
Excellent organisation skills	I
Interest in Simulated Healthcare	A, I
Friendly	I
Can do attitude	I
Innovative and problem solving	I
Good communication skills	I
Circumstances	
Manual handling experience and training	A
Capable of moving large trolleys around a busy campus	I
Experience in store keeping and stock control	A, I
Good working knowledge of Microsoft Office	A
Commitment to LJMUs values and regulations, including the Diversity and Inclusion Policy.	A, I
Willingness to handle animal parts (ABP's, predominantly porcine)	A, I
Physically capable of fulfilling the requirements of the role in relation to, manual handling and setting up and putting away equipment after teaching sessions	A, I

Desirable Factors	Evidence
Recent Clinical/Medical knowledge/experience, within a hospital, care home or techncial environment	A, I
Can demonstrate experience in customer service role	A, I
Adaptable and ability to learn new skills and software systems	A, I
Background in handling chemicals and training in relevant H&S procedures such as Risk assessments, COSHH and SOPS	A, I
Extensive knowledge of excel and databases	A, I
Experience of purchasing consumables through a manged finance system	A, I

A = Application I = Interview P = Presentation T = Test C = Certificate

BENEFITS OF WORKING FOR US

Financial benefits: Competitive salaries based on a low contractual 35 hour working week.

7.1% employer pension contributions for non-academic staff enrolled in the Local Government Pension Scheme (LGPS). This is a temporary reduction from the previous rate of 17.5%, effective from April 2026, following the Fund's triennial review. The reduction reflects the Fund's current surplus and improved financial position. This does not affect your pension benefits, which are determined by LGPS scheme rules rather than the level of employer contributions.

28.68% employer contribution to pensions for teaching staff enrolled into the Teachers' Pension Scheme (TPS).

Work life balance: Excellent annual leave provision.

30 days for support staff and 35 days for staff and senior managers grade 8 and above.

8 UK bank holidays and up to 5 University closure days between Christmas and New Year.

Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible.

Health and wellbeing: Regular wellbeing support initiatives throughout the year.

Access to a trained counsellor via Employee Assistance Programme (EAP).

Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing.

Career Benefits: Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning.

Making a difference: LJMU Climate Action - be at the forefront of initiatives to tackle climate change.

Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.

Opportunity to volunteer at graduation ceremonies, clearing and open days.

Discounts and other benefits: A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.

Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.

Massively discounted gym and fitness classes at the **University Sport Building.**