

## Job description

Job Title:	Ophthalmics Technician
Department:	Learning & Information Services
HERA Reference:	HERA/19143
Grade:	Grade E
Responsible to:	Senior Technician
Responsible for:	Occasional supervision of laboratory staff in the absence of the Senior Technician
Job Purpose: To provide technical support for students and staff in ophthalmic/clinical/laboratory facilities.	
<b>Main Duties and Responsibilities:</b>	
1. To provide technical support for a range of ophthalmic/laboratory/clinical facilities, ensuring effective and efficient use of resources in designated areas.	
2. To prepare, set out, clear away, and clean equipment and laboratory resources	
3. To provide help, support, guidance and advice, for example through demonstrations or inductions to staff and/or students in a group or individually, on the use of equipment and the skills, techniques and procedures associated with the practical use of ophthalmic/laboratory/clinical facilities.	
4. To supervise individual or groups of students in laboratory and practical sessions as required.	
5. To be responsible for fault reporting, maintenance and development of equipment and facilities, including daily checks, ensuring they are maintained in a safe, clean, secure and tidy condition.	
6. To deputise for the Senior Technician as required.	
7. To support the senior and principal technician in liaison with academic and service staff to monitor and develop the service in line with academic requirements and University objectives.	
8. To support and undertake installations, maintenance and re/configuration of equipment and/or relevant software, including the introduction of new technologies, procedures and practices	
9. To coordinate stock checks and inventory management activities in line with University procedures including administrative tasks relating to the procurement and disposal of inventory assets.	
10. To ensure appropriate records and logs are kept, by implementing Health, Safety and waste disposal procedures according to University guidelines. To advise the relevant line manager or named responsible individual of any risks to or breaches of these procedures.	
11. To assist with and carry out Health and Safety risk assessments for designated facilities as required	
12. To assist staff and students undertaking research, exhibitions and Knowledge Transfer/income generating activities.	
13. To work on specific technical projects as the business requires	
14. To demonstrate and provide a consistently high level of customer service to staff and students	
15. To demonstrate flexibility and commitment to the University and LIS mission statements, policies and development plans.	
16. Staff may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the business.	
17. To carry out other such duties as may reasonably be associated with the grade and a role of this nature.	

## Person Specification

Job Title:	Ophthalmics Technician	
Department:	Learning and Information Services	
Grade:	Grade E	
Compiled by:	Section Head – LIS	
Attributes	Essential	Desirable
Work Experience	<ul style="list-style-type: none"> <li>• Experience of preparing, supporting, and clearing away specialist optometric equipment</li> <li>• Experience in a customer facing technical support role.</li> <li>• Experience of instruction and demonstration of technical equipment to different levels of user.</li> <li>• Proven recent experience of supervising and training staff.</li> <li>• Experience of carrying out risk assessments and other relevant Health &amp; Safety processes and policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a Further or Higher Education environment.</li> <li>• Experience of working in a optometry clinical environment</li> </ul>
Education/Qualifications	<ul style="list-style-type: none"> <li>• Educated to Degree level in Science subject or equivalent experiential learning in a related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional registration with a recognised Science-related organisation.</li> <li>• Relevant Health &amp; Safety qualifications.</li> </ul>

<p>Skills/Abilities</p>	<ul style="list-style-type: none"> <li>• Competence in the use and support of equipment and instrumentation associated with optometry</li> <li>• Knowledge of equipment, techniques and procedures for optometric/ophthalmic tests used for retinal disease and systemic diseases that affect the eye</li> <li>• Good communication skills both written and verbal</li> <li>• Participate and work effectively as a member of a team</li> <li>• Ability to work with initiative and independently and to work co-operatively within a diverse team.</li> <li>• Understanding of Health &amp; Safety procedures with respect to the work environment. Ability to work safely at all times.</li> <li>• Demonstrable IT literacy and knowledge/experience of relevant software and support.</li> <li>• Ability to plan, prioritise and organise own workload</li> <li>• Ability to liaise effectively with customers and colleague</li> <li>• Ability to provide manual handling to varying weights and sizes</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to adapt to changing work environment and new technologies.</li> </ul>
<p>Personal Details</p>	<ul style="list-style-type: none"> <li>• Awareness and understanding of confidentiality</li> <li>• Attention to detail and concern for quality of work of team and self.</li> <li>• Commitment to personal and professional development</li> <li>• Demonstrate a flexible approach to work and working hours</li> <li>• Commitment to the University's Mission Statement &amp; Values</li> </ul>	
<p><b>Reference Number:</b></p>		
<p>Date:</p>		