

## THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH

### Professional Activities Department

#### Skills Centre Technician

Full Time / permanent position

#### 1. THE COLLEGE

The Royal College of Surgeons of Edinburgh is an independent membership organisation dedicated to the education, training and advancement of surgeons, dental surgeons, doctors, and various individuals throughout healthcare who are involved in the surgical care of patients. The College has a current membership approaching 30,000 and growing, with members spanning over 100 countries around the world. From our founding in 1505, the College has been committed to the advancement of surgery and driving patient safety standards worldwide and continues to do so to do this day. For our full story, please visit the College website at [www.rcsed.ac.uk](http://www.rcsed.ac.uk)

#### 2. PROFESSIONAL ACTIVITIES DEPARTMENT

The Professional Activities Department incorporating Examinations, Psychometrics, Education, IT, and Applications and Online Services. The department organises and runs a variety of examinations, courses and educational events within the UK and overseas. The College infrastructure includes a Surgical Skills Centre and associated facilities used for the delivery of practical skills courses including dental skills.

##### The Education Section

The purpose of the Education Section is to develop, support and deliver the educational portfolio of the College, which encompasses online and face-to-face courses and educational resources. The section works under the direction of the Assistant Director of Professional Activities and the Director of Professional Activities. The Education Department is supported by clinical advisers including a Convenor of Education and Professor of Anatomy.

There are four teams within the Education Section: Courses and Events, eLearning, Education Development and the Surgical Skills Centre. The Surgical Skills team consists of the Skills Centre Manager, a Senior Technician and a Technician. The purpose of the team is to staff the Skills Centre and to deliver/support a diverse range of activities including skills courses, examinations and external events (between 50 and 60 per year in total). The Centre holds a licence under the Human Tissue (Scotland) Act 2006 to use cadaveric material for anatomical examination and other

educational purposes, and this forms an integral part of the work of the Centre.

### **3. THE ROLE OF THE SKILLS CENTER TECHNICIAN**

The Skills Centre Technician plays an important role within the Education Section and provides hands-on support in the running of courses and associated events. The Technician will assist with the running of a wide variety of events, including skills courses and examinations. This will include setting up equipment, assisting faculty with AV, preparing animal tissue and models (with support from Skills Centre Manager and Senior Technician) and delivering the health and safety briefing, amongst other tasks.

Although prior experience in a scientific or medical environment is highly desirable, significant training and support will be given to the selected individual.

### **4. SPECIFIC DUTIES AND RESPONSIBILITIES**

The principal tasks are those that occupy the large majority of the working week and are the reason for the existence of the post.

- To assist with the smooth running of the Surgical Skills Centre including:
  - general cleanliness and tidiness
  - ensuring equipment is stored safely and tidily after use
  - accepting deliveries and assisting in the loading and unloading of equipment
- To provide technical support for the delivery of courses, primarily within the Surgical Skills Centre
- To assist in the maintenance of cadaveric prosecutions
- To assist in the transportation and preparation of cadaveric specimens
- To prepare animal tissue and synthetic models to specification as instructed by the Skills Centre Manager or Course Director
- To arrange for safe disposal of sharps, tissue and laboratory consumables within Health & Safety Guidelines
- To assist with stock control and invoicing as necessary to ensure adequate supply of appropriate materials and equipment available for the running of courses and events

#### **Ad Hoc**

- Undertake any training identified as relevant to the post.
- Undertake any other duties that may be required by the College, commensurate with the grade of the post.

## 5. PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Laboratory technical qualifications or equivalent</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>Proven organisational ability</li> </ul>	<ul style="list-style-type: none"> <li>Administrative skills, including invoicing and stock take</li> <li>Working in a customer facing environment</li> <li>Keyboard skills / computer skills</li> </ul>
<b>People and Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>Methodical and conscientious approach to work</li> <li>Flexible attitude to workload and tasks assigned</li> <li>Good communicator, able to communicate at all levels</li> <li>Receptive to change</li> <li>Ability to work with minimal supervision</li> </ul>	

## 6. COLLEGE VALUES

Our values underpin who we are, how we behave, and the ways in which we work together across every aspect of the life of the College. They determine how we will deliver our ambitious Vision, Mission and Strategy. Our values are the principles that guide all our actions and decisions which, in turn, will shape the culture of our organisation. They apply to everyone who is part of the life of the College, including our staff.

The postholder will need to demonstrate these values.

<b>Inclusivity</b>	<ul style="list-style-type: none"> <li>We all feel welcomed and valued as part of our family.</li> <li>We are each treated in the same positive way.</li> </ul>
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<b>Integrity</b>	<ul style="list-style-type: none"> <li>We behave ethically and professionally, with the best interests of the College and our profession at heart.</li> <li>We are open and honest in everything we do.</li> </ul>
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<b>Innovation</b>	<ul style="list-style-type: none"> <li>• We seek to develop new ideas and new ways of doing things which make it better for the College, our colleagues, and our members.</li> <li>• We embrace innovation and enthusiastically support change.</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• We are afforded equal dignity, empathy and respect.</li> <li>• We are supported by a positive culture that motivates and nurtures us throughout our career.</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• We are committed to working together to deliver the best for the wider College community.</li> <li>• We are encouraged to grow our knowledge and skills and are given tools to help us.</li> </ul>

## 7. GENERAL INFORMATION AND CONDITIONS

### Working Patterns

The nature of the job requires the post-holder to work outside of normal working hours to accommodate Skills Centre activity. This will include regular hours out-with the standard 9am-5pm working pattern and occasional requirement to work over the weekend. They may on occasion be required to travel and work away from Edinburgh, this may involve overnight stays away from their normal place of residence. These commitments are an integral part of the job's activities.

### Accountability

The Skills Centre Technician is line managed by the Skills Centre Manager, with day-to-day support from the Senior Skills Centre Technician.

### Pension Scheme:

The College uses the People's Pension, pension scheme. Further information can be obtained from the Finance Department. (Anyone wishing to transfer from an existing Pension Scheme should discuss this option with their Financial Adviser).

### Sick Pay Scheme:

Members of staff are eligible for the benefits of the College's Sick Pay Scheme once they have been in post for a minimum of six months.

### Annual Leave

The College's annual leave year runs between 1st January to 31st December and awards staff the following entitlements (pro-rata for part time employees)

#### Personal Holidays

- 30 standard personal days
- 3 fixed compulsory days which fall in between Boxing Day & New Year's Day

#### Public Holidays

- 9 public holidays
- 5 days of those Public Holidays can be taken on any date
- 4 fixed compulsory public holidays taken on Christmas Day, Boxing Day, and the 1st & 2nd of January (or nearest working days)

Total annual leave given per year = 42 days

#### General

All posts are offered subject to the receipt of references satisfactory to the College.

This post is offered on a three month probationary period basis.

Candidates may be requested to undergo a medical examination.

Appointment is subject to proof of eligibility to work in the UK provided in advance of the proposed start date.

#### Salary:

This will be £23,228 per annum, pro rata