

Simulation Apprentice Technician



Reference: 0665-25

Grade: 5 (Apprenticeship)

Salary: £20,643 per annum

Contract Type: Fixed (24 - 36 months)

Basis: Full time

Job description

Job Purpose:

The post holder will support the delivery of technical services and teaching in the College of Health & Life Sciences. They will undertake a variety of technical duties for which full training will be given. The post holder will report to the Technical Team Leader.

The role will require the successful candidate to undertake a Simulation Technician Apprenticeship (Level 3) where they will spend 80% of their paid time gaining practical experience and 20% to earn their qualification.

Main Duties/Responsibilities

- ▶ To provide technical assistance, support and advice to staff and students in designated facility areas to support the Medicine, Nursing, Pharmacy and Physician Associate programmes.
- ▶ To work effectively alongside and under the instruction of technicians/ senior technicians
- ▶ To assist with the preparation of equipment and facilities (including AV) in readiness for teaching sessions. This includes the setup and dismantling of simulation areas and clinical skills stations as required.
- ▶ To assist with the programming and operation of patient simulators as required to meet scenario requirements.
- ▶ To assist in the preparation and issue of orders, materials and associated stock, storekeeping tasks and administration of inventories.
- ▶ To assist with management of store deliveries.
- ▶ To assist with instruction of students in practical sessions, Open Day practical sessions and Masterclasses.
- ▶ To assist with the planned testing, maintenance of clinical equipment.
- ▶ To ensure that Health and Safety legislation and regulations are adhered to and that technical areas are kept in a safe and orderly manner.
- ▶ To undertake any technical support duties as may be reasonably expected from time to time by the Technical Team Leader or Head of Technical Services.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	5 GCSEs at grade C or above or equivalent including Maths and English.	Application form and interview
Experience	Working in a customer-focused environment. Awareness of Health and Safety legislation and safe working practices.	Application form and interview
Aptitude and skills	Ability to follow standard operating procedures and follow instructions. An effective team player with good organisational skills and the ability to work closely with others. Willingness to be flexible and support colleagues with a commitment to delivering an excellent student experience. Good verbal and written communication skills with the ability to engage, and work with students. Competent in the use of IT packages. Willingness to engage with and undertake additional relevant training when offered.	Application form and interview

	Desirable	Method of assessment
Experience	Knowledge of human anatomy and physiology. Experience in a technical based role.	Application form and interview
Aptitude and Skills	Flexible approach to meet the needs of the School/College.	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Hayley Smith
Job Title: Technical Team Leader
Email: smithh8@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2 aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2 aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2 aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they are applying for is listed as an exception under the act.

Eligibility to work in the UK: Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration [web page](#) for further details.

Before you start and Right to Work

Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment.

Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk