

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Sport and Exercise Science Technician EHA0279-0119

Responsible to: Head of Department

Accountable to: Dean of Faculty

The post-holder, a member of the Department of Sport and Physical Activity technician team, will provide essential specialist support for Sport & Exercise Science lab based provision and Physical Education and Coach Education practical based provision. The department of Sport and Physical Activity is located in the Faculty of Arts and Sciences and provides a range of undergraduate and post graduate provision. Included within this provision are BSc (Hons) Sport and Exercise Science with BUES endorsement, BA (Hons) Physical Education and School Sport, BA (Hons) Coach Education and MSc Applied Sport and Exercise Science.

The post holder will be responsible for the delivery and maintenance of high quality technical services to support learning, teaching, research and lab/practical practice within the sport and exercise science and physical education lab/practical based environments. The post holder will have experience of working in a sports science lab based environment and would preferably be competent in conducting biomechanics based laboratory and field based tests. A commitment to flexible working and the highest standard of health and safety is essential.

Main Duties

1. Prepare equipment/materials for teaching sessions in negotiation with tutors.
2. Provide technical support to students and staff during practical sessions and give advice and support for independent work at other times by agreement.
3. To provide technical support for the operation of the sport and exercise science labs outside the formal teaching timetable which may involve evening and weekend work.
4. Ensure appropriate calibration and maintenance of all sport and exercise science equipment, including routine assessment of equipment accuracy and reliability and maintain appropriate records.
5. Generate written/online specifications and procedures of sport and exercise science equipment for safe use in accordance with professional standards.

6. Maintain an inventory of equipment and sports and exercise science/physical education supplies ensuring adequate consumables are in place to meet demand.
7. Ensure that high standards of health and safety are maintained in the sport and exercise science labs/physical education practical areas, and to provide advice and support in this area to students and tutors.
8. Undertake administrative duties as required by the role.
9. Make a positive contribution to the work of the sport and exercise science laboratories and the Department of Sport and Physical Activity in general.
10. Demonstrate excellent Customer Care in dealing specifically with all clients of the sport and exercise science laboratories and more generally with all customers of the Department of Sport and Physical Activity.
11. Undertake any other duties as agreed with the Head of Department.
12. Participate in department meetings.
13. Liaise with colleagues, students, customers and suppliers providing relevant information when required and contribute appropriately to the decision making process.
14. Resolve problems using judgement and initiative and refer problems which are beyond scope of own authority or experience.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 4, Points 15-18
 £21,414 - £23,334 per annum

Hours : 36.25 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Sport and Exercise Science Technician EHA0279-0119

CRITERIA: Applicants should be able to provide evidence of their ability to meet the following criteria

		Essential	Desirable	*Method of assessment (I/A/T/P)
Qualifications				
1.	A degree in Sport & Exercise Science or related discipline	*		A
2.	First Aid Certificate	*		A
3.	Relevant professional qualification and/or experience	*		I & A
Experience and Knowledge				
4.	Previous experience of working in higher education sector		*	A
5.	Experience of working in a busy sport and exercise science lab environment	*		I & A
6.	Knowledge of sport & exercise science lab and field based testing procedures	*		I, A & T
7.	Experience in the use of database, word processing and spreadsheets	*		A & T
Abilities/Skills				
8.	Excellent communication and interpersonal skills	*		I
9.	Proven organisational and prioritisation skills	*		I & T
10.	Ability to work independently and as part of a team	*		I
11.	Ability to use initiative and to be proactive	*		I & A
12.	Able to deliver accurate data and pay attention to detail	*		T
13.	Ability to work under pressure and meet deadlines	*		I
14.	Flexible approach to work	*		I
15.	Excellent demonstrable customer care skills	*		I & T
16.	Competency in applying sport & exercise science techniques and procedures	*		T

***Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation)**
Please note that applications will be assessed against the Person Specification using this criteria.