



Job Description and Person Specification

Summary

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| Job title: | Senior Technician (Psychology) |
| Faculty: | Faculty of Arts and Sciences |
| Reference: | EHA2597-0724 |
| Grade and Salary: | £30,487 - £32,982 per annum Grade 6, Points 23 to 26 |
| Contract Type: | Permanent |
| Hours: | Full Time (36.25 hours per week) |
| Location: | Campus based role. Ormskirk, Lancashire, L39 4QP |
| Accountable to: | Departmental Administration Manager / Head of Department |
| Reporting to: | Psychology Technician Coordinator |

About the Role

The Department of Psychology was established in 2011 and offers a range of vocationally relevant programmes underpinned by an ethos of research-informed teaching. The Psychology provision comprises a suite of BPS accredited undergraduate programmes: BSc (Hons) Psychology, BSc (Hons) Psychology with Educational Psychology, BSc (Hons) Psychology with Sport and Exercise Psychology and BSc (Hons) Psychology and Criminology. We will be starting new degrees in BSc (Hons) Psychology with Forensic Psychology and BSc (Hons) Psychology with Clinical and Health Psychology from September 2025. The Department offers a BPS accredited MSc Psychology (Conversion) Programme and has a number of taught Masters programmes, including an MSc in Health Psychology. The Department also supervises a range of MRes and PhD research projects.

We are a highly research-active department, with all of our academic staff undertaking independent research. Each of our students undertake a research dissertation as part of their studies, and they have the opportunity to undertake part-time paid research internship placements with us. We have a growing community of postgraduate and postdoctoral researchers, in part funded by a growing number of external research grants attained by our research active staff.

We moved to a purpose-designed building in September 2018 and the Department has a range of specialist research laboratories and equipment, which we continue to build upon with strategic investment, in support of the Research Excellence Framework and to underpin our commitment to research-informed teaching. We will be reconfiguring our lab space over the coming months to align with priority research areas.

This post provides an exciting opportunity to join us at a time of growth in our research activity, and where there is an expanding need for technical leadership and innovation across our teaching and research activities.

Duties and Responsibilities

1. To provide technical support and expertise to the Head of Department of Psychology, Departmental Administration Manager, all staff within the Department when required.
2. To provide efficient and accurate technical support to both prospective and current students and other external stakeholders, clients and partners, adhering to confidentiality at all times.
3. To collaborate effectively with other academic, administrative and technician colleagues across the faculty, where appropriate.
4. To maintain the organisation and management of all psychology laboratories (including the PC/workshop area and storage facility), equipment and materials.
5. To prepare equipment and materials for teaching sessions, individual projects and external events in negotiation with tutors. This equipment will include computers and audio-visual equipment; materials will include general computer software, as well as specialist psychology packages.
6. To provide technical support to students and staff during practical teaching sessions/ Where appropriate, to provide teaching and demonstration relating to technical aspects of research and using the psychological laboratories, and otherwise contribute to teaching as appropriate to the role.
7. To give training, advice and support for independent work as appropriate, for example to students using specialist equipment for their dissertation projects.
8. Procurement and maintenance of equipment in labs, with up-to-date configuration. Set up, install computers, PC etc. Support and monitor web servers and related student & staff accounts. Update, test, install software. Troubleshoot generic IT problems, software/hardware and liaise as appropriate. Administer software licenses, technical inventory & fault logs. Document & update procedures. Some knowledge of both windows-based PC and Apple Mac computers is desirable.
9. To ensure that laboratory equipment is kept in good working order whilst developing new skills in laboratory techniques and instrumentation.
10. To schedule and regulate access to, and use of, the psychology laboratories and equipment.
11. To ensure that the laboratories are clean and tidy at all times and that equipment and materials are properly and safely stored.

12. To provide proactive and timely technical advice, expertise and support for staff research projects, including: supporting with technical aspects of external grant applications; undertaking technical duties where applicable (e.g. setting up experiments, website maintenance and support for online and laboratory research etc.); maintaining and regulating access to a bank of psychological tests; supporting technical-related research induction to new staff.
13. Where appropriate, to be willing to be actively involved in research projects (where they would benefit from technical expertise), as agreed with your line manager.
14. To oversee the loan of resources to staff and students.
15. Maintain and develop the department's research-related digital content and support public promotion of departmental research via production of promotional content for social media.
16. To provide technical support for external events which may involve evening and weekend work.
17. To ensure that high standards of health and safety are maintained in the Department, and to provide advice and support in this area to students and tutors, undertaking risk assessments where necessary.
18. Monitor and ensure correct lab usage by all students and staff, in line with departmental policy/guidance, reporting on areas of concern or development need.
19. Contribute to development and management of an effective department: provide statistics and write reports, participate in relevant committees and project work. Should have an active interest in ICT development.
20. Keep up to date with advances in research equipment and statistical analysis employed by the department (for teaching and/or research) and support staff and students by offering training where necessary.
21. To demonstrate excellent customer service delivery implementing the University's 'Tone of Voice' to suit individual customer requirements when dealing with all customers of the University. This includes ensuring effective management of the Psych-Tech email inbox.
22. Contribute to the development of the department's research provision by involvement with appropriate staff meetings and strategy/working groups, including responsibility for reviewing processes, making recommendations for change and implementation.

23. To support the Departmental Administration Manager with implementation and planning of the departmental revenue budget as it relates to laboratory equipment, supplies, and departmental-level IT infrastructure.
24. Provide day-to-day supervision (and possibly line management) of junior members of the technician team and, on occasion, support to junior members of the administration team. To contribute, as appropriate to the role, to leadership of the professional support team within the department.
25. To make a positive contribution to the work of the Department and the Faculty, undertaking any other administrative and technical duties as required by the role.

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
- g) Proactively consider accessibility and ensure appropriate quality assurance of templates, documents and published outputs using software such as Microsoft Accessibility checker and Blackboard Ally

Eligibility

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

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

| Criteria | Essential or Desirable Criteria | Method of Assessment |
|--|---------------------------------|--|
| Undergraduate degree (or equivalent) in a relevant and appropriate subject area. | Essential | Application, Supporting Statement, Interview |
| Background qualification in psychology (e.g. A-Level) or equivalent | Desirable | Application |

Experience and Knowledge

| Criteria | Essential or Desirable Criteria | Method of Assessment |
|--|---------------------------------|-----------------------------------|
| Practical knowledge of working in a scientific discipline, including at least 2 years experience of working as a science laboratory technician, preferably in psychology, or equivalent. | Essential | Application, Supporting Statement |
| Experienced in the use of database, word processing and spreadsheets. | Essential | Supporting Statement, Test |
| Expertise in the use of a range of statistical software, including the Statistical Package for the Social Sciences (SPSS) and R. | Desirable | Interview |
| Expertise in supporting experimental psychological research studies, including programming of in-person and online experiments (e.g. use of Python, PsychoPy, Pavlovia, EPrime etc). | Desirable | Supporting Statement, Interview |
| Working knowledge of web design and hosting software (e.g. WordPress) and experience of supporting online research. | Desirable | Supporting Statement, Interview |
| Evidence of a commitment to the highest standards of health and safety in a laboratory environment | Essential | Interview |

| Criteria | Essential or Desirable Criteria | Method of Assessment |
|--|--|--|
| Possession of knowledge, skill, experience and expertise required for the job and the ability to use these to discharge their role effectively and efficiently | Essential | Application, Supporting Statement, Interview, Test |

Abilities and Skills

| Criteria | Essential or Desirable Criteria | Method of Assessment |
|---|--|---------------------------------------|
| Ability to work to a high level of accuracy and precision, under own initiative, and without constant supervision | Essential | Interview |
| Ability to work effectively under pressure, with attention to detail, and flexibly to meet deadlines. | Essential | Supporting Statement, Interview |
| Ability to work independently, as part of a team, and to provide effective supervision to junior team members. | Essential | Supporting Statement, Interview, |
| Ability to tutor and train others (e.g. students, other staff) in technical skills and knowledge, including the ability to demonstrate and teach. | Essential | Supporting Statement, Interview, Test |
| Ability to work well with numbers, including supervised management of specific budgets. | Essential | Interview |
| Ability to maintain confidentiality. | Essential | Supporting Statement |
| Excellent communication skill, both oral and written, and demonstrable customer care skills. | Essential | Application, Interview, Test |

Candidate Guidance and How to Apply

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

For informal enquiries about this vacancy, you may wish to contact: Nick Hulbert Williams, Head of Psychology Department on hulbertwn@edgehill.ac.uk.

When you are ready to start the formal application process, please [visit our Current Vacancies website](#), search for the role you wish to apply for, and select the 'Apply Online' button at the bottom of the job advert. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and you can move backwards and forwards between individual form sections at any time prior to application submission. Help is available



at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

As part of your application, you will be asked to provide details of two referees. Please see our application form for guidance on how to nominate your referees.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11:59pm on this date. Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

If you are offered the post, the offer will be subject to pre-employment clearance. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and evidence of your qualifications and professional memberships as referenced as essential or desirable in the person specification for this role. You will also be asked to complete onboarding forms including a pre-employment health questionnaire to support the University make appropriate adjustments to support you in the role. The University will also contact the referees you have nominated. Please note that you may be asked for alternative or additional referees as we seek references that cover your previous three years of employment history. Following successful completion of pre-employment clearances (including an Enhanced Disclosure and Barring Service check, as relevant, please see job advert) a start date will then be arranged with you.

