



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job Title: Lab Technician

Department/Division: Psychological and Behavioural Science

Accountable to: Department Manager

Competency	Evidence	E/D
Knowledge and Experience	Professional experience / a Bachelor's degree or equivalent qualification in a relevant Psychology based discipline	E
	Knowledge of the manner in which universities store and use complex data to support student administration and meet institutional aims and objectives.	E
	Practical working knowledge of software, systems and investigative methodologies and technologies associated with Psychology and Behavioural Science	E
	Ability to provide expert technical advice to staff and students with respect to teaching and research in this area	E
	Proven ability in providing high quality technical support and/or technical demonstrations in either a higher education or professional environment	E
	Excellent organisational and administrative skills, being able to demonstrate initiative in the planning, management and execution of projects;	E
	Ability to prioritise and organise a varied workload	E
	Operational experience of Health and Safety Issues and practical application of Health and Safety Measures and risk management	E
	Able to demonstrate an understanding of, and commitment to, equality, diversity and inclusion, and its practical application	E
	Awareness of project management techniques	E



	Experience of maintaining a web site	E
	Knowledge of Salesforce	D
	Basic programming skills (R, Python, Matlab, C++, or JavaScript)	D
	Experience of creating/editing user documentation.	E
Communication	Ability to understand and convey (in both written and oral form) technical and complex information in a clear and effective manner to staff at all levels with varying degrees of interest and skills	E
	Ability to ascertain what users already know so as to determine the appropriate level of detail required in the response	E
Service Delivery	A keen ability to understand and explore the needs of users and to make suggestions and recommendations to meet their needs	E
	The ability and confidence to provide expert advice and guidance	E
	Able to demonstrate a commitment to continued learning, the willingness and ability to learn new skills in order to carry out the duties of the role, in a continuously evolving environment	E
Planning and Organisation	Excellent organisational skills, including the ability to plan and prioritise a varied workload to meet deadlines in an efficient and effective manner	E
	The confidence and ability to plan, manage and execute projects	E
	Imagination and creativity so as to deliver services effectively to the widest possible audience	E
Initiative and problem solving	Proven ability to make constructive recommendations to your manager as required.	E
	Ability to solve problems with flexibility, timeliness, and imagination.	E
	The willingness and ability to maintain and develop the skills and deliver innovative and imaginative training and development for students	E



Liaising and Networking	Ability to build and maintain good relationships with a range of stakeholders, including external contacts as appropriate, and to exploit those relationships to the benefit of all concerned	E
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E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.