



Psychology Technician

Department of Psychology
SCHOOL OF ARTS AND SOCIAL SCIENCES

<http://www.city.ac.uk/>

December 2020



Role Profile	
Post:	Psychology Technician
Department:	Psychology
School:	School of Arts and Social Sciences
Grade:	5
Tenure:	Permanent, Full Time
Responsible to:	Psychology Chief Technician

Job Purpose

To provide technical support for staff and students in the Department of Psychology, maintain the specialist equipment and spaces within the department, and assist staff and students with specialist software for research both on campus and online.

The role holder will also support and deputise for the Psychology Chief Technician when required.

Main Responsibilities

Service support

- Provide a professional level of specialist technical teaching and research support to students, academics and researchers.
- Demonstrate and give instruction on the use of specialist equipment and software (unsupervised) for student teaching and research purposes.
- Provide high quality day to day support, operation, maintenance and development of the technologies in the department.
- Develop any software required by academics and dissertation students. Provide Instruction on the use of the software and hardware. Advise on the use (and check the quality) of the data produced and of the analysis of that data.
- Maintain and support the survey management system.
- Maintain procedures and where applicable work to improve and document new procedures.
- Associated tasks as required by line manager.

Knowledge Leadership

- Identify opportunities to improve the various teaching environments, both on campus and online. Liaise with senior academics and the school's BRM to make sure service is fit for future plans.
- Share knowledge with other specialist teaching and research support teams.

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to City, University of London's Equal Opportunities Statement.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with General Data Protection Regulation 2018 (GDPR) the Data Protection Act 2018.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of City, University of London.
- *Sustainable Development*

City, University of London is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for City and the wider community.

Details of policy, information and staff development supporting the policy on the environment and sustainability can be found at www.city.ac.uk/green-policies.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and City, University of London.

Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Equality, Diversity and Inclusion Statement (EDI)

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction. Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.'

Role Profile

Post:	Psychology Technician
Department:	Psychology
School:	School of Arts and Social Sciences
Grade:	5
Tenure:	Permanent, Full Time
Responsible to:	Psychology Chief Technician

Criteria	Essential (E) / Desirable (D)	Method of Assessment (Application (A) / Interview (I) Exercise (E))
Qualifications and Knowledge		
BPS accredited Psychology degree or equivalent	E	A
Relevant Post Graduate or professional qualification	D	A
Experience		
Significant experience of providing technical support to a large and diverse user base in an educational environment	E	A/I
Significant professional experience in an area of Psychology.	E	A/I
Experience in providing technical support for a range of specialist equipment such as eye-trackers, EEG and Psychophysiology recording tools	E	A/I
Understanding of the culture and business needs of a University, particularly with regard to its calendar of events, centre/school relationships and diversity of competing demands.	E	A/I
Experience of working in a fast-paced, complex, dynamic and multicultural environment.	E	A/I
Skills and Abilities		
Ability to competently program in at least 2 of the following .Net, JavaScript, HTML5, CSS3, PHP, Matlab.	E	A/I
Ability to provide expert support for software packages such as Qualtrics, E-prime and SPSS.	E	A/I
Familiar with Windows and Apple MAC Operating Systems	E	A/I
Ability to provide expert support for online data collection and management.	E	A/I
Ability to provide expert support for AV and associated technologies.	E	A/I
Good understanding of data quality and data analysis.	E	A/I
Coherent verbal and written communication skills	E	A/I

Excellent problem analysis and solving ability	E	A/I
Excellent interpersonal and team-working skills	E	A/I
Flexible attitude to work	E	A/I

Salary and Conditions of Service

The salient features of conditions of service for Clerical and Certain Related Administrative staff are as follows:

- Salary will be within the range of £30,046 to £36,914 per annum on Grade 5 of the salary scales for Clerical and Certain Related Administrative staff.
- Annual Leave is 30 days, plus 8 statutory and 4 additional days during the Christmas holiday period.
- Automatic entry into the London Pension Fund with the option to opt out.
- All offers of appointment are subject to City receiving satisfactory references and medical clearance.
- All posts at City are subject to reasonable adjustment under the Equalities Act (2010).
- All appointments at City are subject to a probationary period.
- The appointment is terminable by one month's notice on either side.

Applications

When preparing your application, you should address carefully the post details enclosed and in particular the qualities outlined in the Person Specification. Please include examples where appropriate.

All applications must be received by the advertised deadline.

Further Information

City operates a no-smoking policy.

City offers an excellent pension scheme, generous leave allowance, season ticket loan, a good working environment and access to fitness and social facilities.

City confirms its commitment to equal opportunities in all its activities. It is intended that no job applicant or employee will receive less favourable treatment on the grounds of political belief, sex, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion or social class. Selection and promotion criteria are kept under review to ensure that individuals are treated on the basis of the job requirements and on their relevant personal merits; and are not disadvantaged by conditions or requirements which cannot be shown to be justifiable.

If you have a disability and are interested in this post, City welcomes your application. For an informal discussion you may wish to contact the Recruitment Team on:

Telephone: 020 7040 3085
E-mail: recruit@city.ac.uk
