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 **JOB DESCRIPTION**

**Job Title:** Technician

**Grade:** D

**School:** Office of the Health Campus

(serving the School of Childhood and Social Care)

**Responsible to:** Psychology Technical Manager, Dean or delegate

**Liaison with:** Students, academic staff, technical staff, other UEL staff (especially IT

Services) and external suppliers and manufacturers as required

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success.

#BeTheChange

University of East London is one of the most diverse and vibrant universities in the global capital. The Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year Vision 2028 strategic plan led by our Vice- Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The UEL Department of Psychology and Human Development is a widely recognised professional training provider and has influenced the discipline's direction for over fifty years. It is based at the University of East London's Stratford Health Campus and is one of the largest departments of psychology in the UK with approx. 1700 students, 120 staff and 24 programmes taught by experts in their fields. The Department more than doubled the amount of world-leading research outputs in the last Research Excellence Framework. Commitment to the application of knowledge to addressing real life issues is reflected in the Department's well established portfolio of evidenced based psychosocial interventions and consultancy work.

 **JOB PURPOSE:**

We are seeking to appoint an outstanding Psychology Technician to join our technical team within the Department of Psychology & Human Development at UEL. The team provides direct support of staff, undergraduate and postgraduate students with specialist equipment and software for learning, teaching and research both on campus and online, including assisting in lab classes, workshops, preparation of materials where needed. They also maintain and manage the day to day running of the specialist teaching rooms/laboratory areas within the Department.

All staff are required to work in accordance with UEL’s Equality, Diversity and Inclusion policy.

 **GENERAL DUTIES AND RESPONSIBILITIES:**

* To provide the highest quality technical expertise and support for Psychology teaching activities (e.g. practical classes, student projects) for undergraduate and postgraduate programmes during and outside of standard term times;
* To provide high quality support to outreach, research, consultancy and income generation activities as required throughout the year;
* To contribute to the up-skilling of members of the technical team, other staff and students as required which includes sharing information and good practice with others; preparation of training materials as required.
* Maintenance of, and arranging for repair of, equipment in the experimental laboratory facilities and research suites;
* Assist with general management & housekeeping of laboratories and associated spaces which will involve some manual handling;
* Responsible under the Psychology Technical Manager for health and safety and security in the designated areas, conforming to all legal requirements;
* To attend and contribute in the 1:1 line management meetings and technical team meetings;
* Contribute to the development of a collaborative, collegiate and inclusive culture in line with with UEL’s Equality, Diversity and Inclusion policy;

* Demonstrate a flexible attitude to change which will support the university in meeting existing and future needs;
* Take personal responsibility to develop and maintain professional knowledge. Commitment to achieving Professional Registration and maintaining ongoing CPD;
* To carry out any additional tasks commensurate with the post as requested by the Psychology Technical Manager, Dean or delegate.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

Working with the technical team provide support for the following:

* Developing and managing space booking systems & other related administrative duties;
* Demonstrate use of detailed technologies in one-to-one, small group and lecture room situations;
* Digital equipment e.g. PCs, portable eye-trackers and audiovisual equipment;
* Digital media e.g. recording and editing of sound and video, development of stimuli materials & preparation of conference poster presentation materials;
* Stocktaking, ordering, accurate record keeping of equipment and resources;
* Statistical analysis using SPSS and possibly R and/or Python
 with quantitative data.
* Qualitative data analysis using NVivo and possibly Python.
* Experiment design, building and data handling for laboratory
& online research using PsychoPy-Pavlovia. Associated online platform
management. Some support with MATLAB (PsyToolkit/EEGLAB).
* Survey design, building and data handling using Qualtrics and Microsoft Forms.
 Associated online platform management.
* Consumer grade VR (virtual reality) systems & associated software; Meta Quest 2, Apple Vision Pro, HTC Vive, EON-XR, Steam VR
* Psychophysiological response measures such as EEG recording, BIOPAC systems, portable and static eye trackers;
* Psychometric tests housed in the Department’s test collection curated by psychology technical staff.
* Keeping up to date with technological advances, emerging technologies & their potential uses in Psychology and related fields. For example, use of AI tools in interview/therapy settings.

This document outlines the duties presently required for the post of Psychology Technician and to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the duties may be varied by the Psychology Technical Manager within the general character and responsibilities of the post.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* BSc (Hons) degree in Psychology or relevant discipline (or equivalent qualification) (A/C)

**Desirable criteria:**

* Postgraduate qualification in Psychology or related discipline (or equivalent qualification) (A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Ability to provide specialist advice and assistance to students and staff which might include demonstrating the use of equipment, statistical and experimental packages (A/I)

* Familiarity with statistical analysis software (SPSS) and on-line questionnaire/survey design (Qualtrics) (I)
* Ability to code in at least one computer language (Python, R, MATLAB, JavaScript) would therefore be valuable (I)
* Experience of working with digital media (e.g. design and development of stimulus materials, recording and editing of sound and video, preparation of conference poster presentation materials) (A/I)

 **Desirable criteria;**

* Familiarity with statistical and Psychological experimental design packages – PsychoPy (Python based), Qualtrics, SPSS, NVivo, R, MATLAB (PsyToolkit/EEGLAB). Experience with qualitative research and data would be an advantage. (I)
* Knowledge of health and safety at work practices and legal requirements, and their implementation in a Psychology laboratory setting (A/I)
* Working knowledge of and experience with interfacing specialist experimental laboratory equipment such as EEG, eye-tracking, physiological recording, brain stimulation etc (I)
* Strong interest in VR/AR (virtual reality/augmented reality), similar gaming technologies & application development (e.g. Unity)

**SKILLS AND ABILITIES:**

**Essential criteria;**

* A good working knowledge of both Windows and Apple Mac operating systems (I)
* High level ability to develop appropriate solutions using Microsoft Office 365; using SharePoint, Teams, Stream and the rest of the Microsoft Office 365 product set (A/I)

**Desirable criteria;**

* Good understanding of psychophysiological equipment (e.g. EEG, Biopac); observation and recording systems; and psychometric test batteries (I)

**PERSONAL ATTRIBUTES AND QUALITIES:**

**Essential criteria;**

* Excellent communication skills enabling explanation of technical issues and processes (A/I)
* Demonstrable commitment and contribution to team working and team building (I)
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (A/I)
* Ability to work on own initiative and solve problems (I)

**Criteria tested by Key:**

A = Application form

C = Certification

I = Interview

P = Presentation

R = Research paper

T = Test