

**Faculty of Health, Education, Medicine
& Social Care**
Anatomy Centre Technician
Job Description



Job Title:	Anatomy Centre Technician
Grade:	4
Job Family:	Technical
Work Base:	Chelmsford
Hours of Work:	Full time, 37 hours per week
Responsible to:	Deputy Head of School (DHoS)
Responsible for:	No direct line management responsibility
Relationships and Contacts:	Colleagues Professional, regulatory and external bodies Human Tissue Authority NHS Clinicians London Anatomy Office Postgraduate Students Suppliers
Job Purpose:	To operate as a technician supporting anatomy learning, teaching and research for the School of Medicine (SoM) and to ensure successful adherence to the HTA licence.

Principal Accountabilities:

1. Work together with the DHoS/ Anatomy Centre Manager/ HTA Designated Individual and other Mortuary Technicians to accept, receive, embalm and care for cadavers in line with the Human Tissue Act (2004).
2. Act as 'Persons Designated' for the ARU HTA licence.
3. Provide efficient and effective support to enable the smooth running of the SoM Anatomy Centre .
4. Co-ordinate the organisation of internal and external events related to the Anatomy Centre, including outreach, income generation and research- related.
5. Liaison with facilitators to prepare for and set up all resources needed, such as cadavers, equipment and consumables, in advance of all practical sessions.

6. Clear away and tidy all equipment and consumables post anatomy sessions, ensuring equipment is released back to suppliers safe and in good order.
7. Carry out routine checks and maintenance of specimens within the Anatomy Centre.
8. Maintain all equipment asset within fixed locations to ensure legal compliance and stock take fixed asset and equipment and keep an inventory using the Asset Register system.
9. Anticipate requirements of undergraduate and postgraduate consumables, equipment, and technical needs.
10. Ensure compliance with Health and Safety, legal requirements and good practice i.e. control of substances hazardous to health, disposal of waste, standard operating procedures and ensuring that Risk Assessments are regularly reviewed and updated.
11. Ensure all areas, including storage, are clean and safe and comply with the relevant legislation.
12. Undertake and participate in appropriate development and training activities.
13. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
14. Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. Manager and employee carry out the review process jointly and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description, which are commensurate with your grade after consultation with you.

March 2023

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Person Specification**



ESSENTIAL	DESIRABLE
<p>ACADEMIC / PROFESSIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Degree <p>OR</p> <ul style="list-style-type: none"> • Part qualified in a relevant professional qualification at degree level appropriate to the specific role being appointed to <p>OR</p> <ul style="list-style-type: none"> • Demonstrable appropriate level of experience and evidence of continuing professional development relevant to the role 	<ul style="list-style-type: none"> • APT qualification (or a willingness to undertake) • Technical qualification • IT qualification
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Previous experience in a customer service environment • Providing technical support • Previous experience working as part of a team • Previous experience working in a role which required initiative and problem solving 	<ul style="list-style-type: none"> • Experience within a mortuary environment (or willing to learn) • Ability to embalm (or willing to learn) • Skills / technician / with experience and knowledge of clinical or simulated environments
<p>KNOWLEDGE/SKILLS</p> <ul style="list-style-type: none"> • Good organisational and interpersonal skills • Effective communication skills • Team working skills • Basic problem solving skills • Strong IT skills with a sound knowledge of Microsoft Office • Numerate, accurate and methodical • Excellent customer service skills • Able to prioritise a varied workload to meet defined objectives 	<ul style="list-style-type: none"> • Stock Management • Procurement Knowledge • Manual/Handling • Use of heavy equipment • HTA Knowledge • GDPR Knowledge
<p>PERSONAL QUALITIES/DISPOSITION</p> <ul style="list-style-type: none"> • Flexible and positive approach to change • Ability to work with people at all levels, maintaining a high degree of professionalism at all times • Ability to work in a pressurised environment • Understanding of the confidential nature of the work 	

<ul style="list-style-type: none"> • Ability to work on own initiative within guidelines • Ability to present work to an agreed standard • Ability to adapt to changing circumstances and provide cover to absent colleagues • Proactive • Self-motivated • Customer focussed 	
<p>OTHER</p> <ul style="list-style-type: none"> • Committed to undertaking relevant training and development activities • Committed to high standards of customer service • Willing to undertake staff development • Able to lift and carry light loads • Committed to equality and diversity • Committed to our Health and Safety policies and procedures • Compliance to Data Protection Act 2018 and GDPR principles/ requirements 	

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