

## TECHNICAL TUTOR IN SPORT & EXERCISE PSYCHOLOGY

Job Ref: REQ17162

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### School of Sport, Exercise and Health Sciences

Internationally recognised for its contribution to the study of sport, exercise and health, the School has wide-ranging expertise, encompassing such diverse areas as biomechanics, medicine, molecular and cellular biology, nutrition, pedagogy, psychology, physiology, sociology, economics and sport management.

The School has an active and ambitious plan to grow capacity and influence through developments as part of the National Centre for Sport and Exercise Medicine, Loughborough in London, and STEMLab.

The School is extremely proud to hold an Athena Swan Silver Award, recognising the commitment and work of the School in addressing issues of equality in Science.

### Job Description

**Job Grade:** Specialist & Supporting Academic Grade 6

**Job Purpose:** To support the day-to-day management and running of the School's sport and exercise psychology teaching and research-related activities. The postholder will assist with laboratory, seminar and workshop teaching on the BPS accredited Undergraduate and Postgraduate Sport and Exercise Psychology programmes within the School of Sport, Exercise and Health Sciences.

### Job Duties:

#### **Teaching**

- Prepare, organise and deliver laboratory, seminar or workshop classes in sport and exercise psychology and other areas as appropriate.
- Teach undergraduate and postgraduate students, and to participate in the associated examining and assessment processes (as appropriate).
- Provide academic support and advice to undergraduate students.
- Engage in the evaluation of modules for which the tutor has shared responsibility in terms of content, delivery and assessment.
- Prepare and run tutorials.
- Supervise undergraduate dissertations.
- Demonstrate and instruct in the correct use of laboratory and practical equipment to staff and students.
- Supervise equipment use during data collection and provide assistance as necessary.
- Maintain computer registers of attendance and data collected during lab or practical sessions according to data protection policies/procedures.

#### **Technical Support**

- Work with the relevant Programme Director(s), Discipline Lead(s) and Technical Resources Manager(s) to ensure the efficient running of the School's teaching and research facilities.
- Order and stock any relevant consumables, hardware and software equipment for sport and exercise psychology-related work, manage the inventory and maintenance schedule for pertinent laboratory equipment.
- Provide technical support for laboratory/seminar and practical workshop classes.
- Supervise undergraduate and postgraduate students in lab/practical sessions.
- Assist with on-going research projects and creation of standard operating procedures.

- Co-ordination of regular safety checking, servicing and maintenance regimes for laboratory equipment. Maintain health and safety records, including COSHH where appropriate.
- Collaborate with other members of the support staff to provide a comprehensive technical support service in the School of Sport, Exercise and Health Sciences.
- Arrange repairs and maintenance of equipment and fabric of labs.
- Assist in the production of formal risk assessments and Standard Operating Procedures. Ensure that all risk assessments, standard operating procedures and ethics protocols are adhered to.

#### ***Other Related Activities and Functions***

- Engage in training programmes in the University (eg. as provided by Professional Development section) consistent with the needs and aspirations of the postholder and the School.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.
- Direct requests for information and action to appropriate staff within the School, and respond efficiently to requests for documentation and information from members of School staff and other senior University staff.
- Work with the Technical Resources Manager in developing new and improved policies and procedures, and to support their implementation in conjunction with the School Management Team (SMT) and the School's support team.
- Respond to enquiries received in person, by telephone or email, and take appropriate action. This will include dealing with students, academic staff, external organisations and other University colleagues.
- Ensure compliance with relevant University policies and procedures.
- Undertake any training and development deemed appropriate for the position by the Technical Resources Manager.

#### **Points to Note:**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

#### **Special Conditions:**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

#### **Organisational Responsibility:**

Reports to Tony Goodall, Technical Resources Manager, and Dr Emma Haycraft, Learning & Teaching Discipline Group Lead (Psychology).

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### ESSENTIAL CRITERIA

Area	Criteria	Stage
<b>Experience</b>	Experience of assisting teaching and assessment at undergraduate level in sport and exercise psychology	1,3
<b>Skills and abilities</b>	Ability to run tutorials and lead laboratory, seminar or practical classes, to supervise demonstrators employed to assist, and demonstrate equipment in laboratory classes, without supervision	1,3
	Ability to lead modules and lecture to undergraduate students in sport and exercise psychology	1,3
	Ability to teach and supervise undergraduate and postgraduate students in sport and exercise psychology	1,2,3
	Ability to provide tutorial and academic guidance to students	1
	Ability to plan and organise quality teaching	1,3
	Ability to communicate well with a wide range of people	1,3
	Ability to work well individually and as part of a team	1,3
	Competence in ICT	1,3
	Numeracy skills	2,3
	Ability to solve problems and demonstrate analytical thinking	1,3
	Flexibility and the ability to adapt to a changing work environment	1,3
	Significant experience within a student or other customer-focussed environment	1,3
	Familiarity with laboratory health and safety procedures	1,3
<b>Training</b>	A willingness to train for a First Aid certificate	1,3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	3
<b>Qualifications</b>	An outstanding educational profile up to and including first degree and Masters in sport and exercise psychology, or sport and exercise science	1
<b>Other</b>	Commitment to observing the University's Equal Opportunities policy	3

### DESIRABLE CRITERIA

Area	Criteria	Stage
<b>Experience</b>	Experience of teaching and assessment at postgraduate level in sport and exercise psychology	1,3
	Experience of successfully supervising the projects of BSc or MSc students	1,3
<b>Training</b>	Holds a current First Responder qualification	1,3
<b>Qualifications</b>	Relevant PhD or equivalent experience	1

## Conditions of Service

This position is offered on a full-time, open-ended contract within the Specialist & Supporting Academic Job Family, on Grade 6 (£29,301 - £38,183 per annum); starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Dr Ian Taylor, Senior Lecturer in Psychology, via email to [I.M.Taylor@lboro.ac.uk](mailto:I.M.Taylor@lboro.ac.uk).

## Applications

The closing date for receipt of applications: **16 March 2017**.