UNIVERSITY OF SURREY

Post Details	Last Updated 17/02/26		
Faculty/Administrative/Service Department	Faculty of Health and Medical Sciences (FHMS)		
Job Title	Teaching Support Technician (Anatomy)		
Job Family	Technical & Experimental	**Job Level**	2b
Responsible to	Senior Anatomy Technician		
Responsible for (Staff)	n/a		

Job Purpose Statement

The principle focus of this role is to provide technical support to the teaching areas in the Veterinary Anatomy laboratories within the Faculty of Health & Medical Sciences. This role provides technical support to Academic staff, undergraduate and MSc students during their Anatomy teaching sessions & lab placements.

Key Responsibilities

1. To Assist with set up, and clean down of veterinary anatomical teaching classes, this includes cadaver preparation, setting up class iPad's and laundry of PPE.
2. Assist with ordering of teaching supplies and consumables. Collection of specimens from Veterinary practices, charitable shelters and abattoirs using the University van. (Current UK approved driving License **must** be held)
3. Monitor and maintain a safe working environment in accordance with Health & Safety procedures, including laboratory equipment checks, chemical waste disposal and following COSHH guidelines and working to the laboratory standard operating protocols
4. Assist with the design and development of Models used in teaching across the Vet school.

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your manager.
- Work supportively with colleagues, always operating in a collegiate manner.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

Planning and Organising

- The post holder will organise and prioritise their own workload within an established operating environment, guided by their line manager.
- The post holder will work with their line manager to identify and plan training and development requirements.

Problem Solving and Decision Making

- Working with guidance from their line manager, the post holder will learn and develop skills to a basic level of understanding to support veterinary pathology teaching, research and commercial activities.
- Being able to negotiate best routes to drive the UoS van for collection of teaching supplies and develop the necessary skills that would be required when collecting supplies from abattoirs.

Continuous Improvement

- Develop abilities and competencies through learning and experience within the Anatomy laboratory. To include dissection /prosection of cadavers (Production and companion animals). Model making using silicon type material and wood/metal work.

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Accountability

- The Post holder will have a minimum of accountability but would be expected to work to strict health and safety regulations/guidelines in place in the pathology laboratories.

Dimensions of the role

- Working as part of a fast-paced team with constantly changing demands across the area, provide technical support for the delivery of teaching to five academic years of Veterinary Medicine students. To liaise with off-site providers, and complete collections from various locations. On campus and surrounding areas.

Supplementary Information

- The post holder is required to drive to and from abattoirs or similar establishments collecting samples or cadavers using a large Transit type vehicle.

This is a physically demanding role. The Post holder must be physically fit due to the nature of the role

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships	
HNC, A level or NVQ 3or equivalent standard in the relevant specialist area, plus relevant work experience OR: A number of years of practical experience in a relevant technical role or scientific role.	**E**
Full Driving Licence that is valid for use in the UK	**E**

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	**Essential/ Desirable**
Experience of driving large vehicle (Transit, 4x4, trailers)	D
Experience of working in a Laboratory or Veterinary environment	E
An understanding of relevant Health and safety requirements and procedures	D
Experience of working in a flexible fast-paced team environment	E
Experience of the safe handling of biological samples	D
Good DIY /Model building experience	D
Special Requirements	
The Post holder must be physically fit due to the nature of the role and must be able to lift /carry Min 13Kg. Heavier loads will be required to be moved with the aid of lifting equipment i.e. pump trolley/ assistance from others. Must be available to work flexibly between 08:00 -18:00 on a pre-determined rota Mon-Friday . Must hold a UK valid driving license	

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	**Level 1-3**
Communication	2
Adaptability / Flexibility	1
Customer/Client service and support	2
Planning and Organising	1
Continuous Improvement	2
Problem Solving and Decision-Making Skills	n/a
Managing and Developing Performance	n/a

Creative and Analytical Thinking	n/a
Influencing, Persuasion and Negotiation Skills	n/a
Strategic Thinking & Leadership	n/a

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.
The University of Surrey support equity of treatment to colleagues and students in accordance in accordance with the University of Surrey Equal Opportunities Policy.

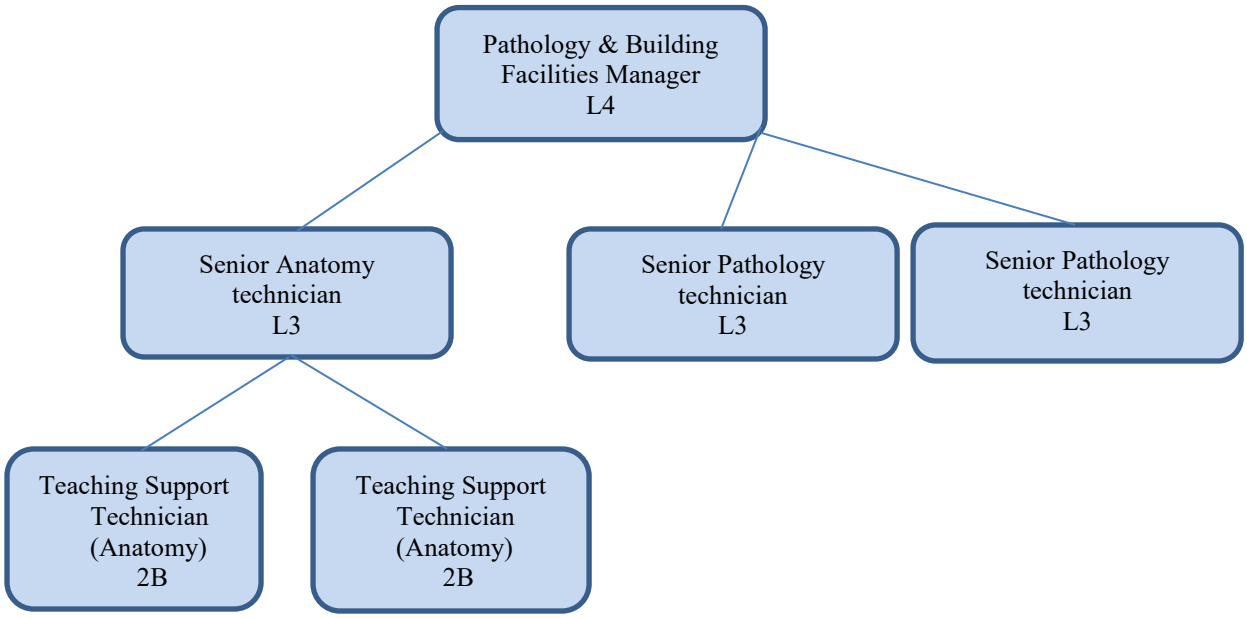
Help maintain a safe working environment by

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.

Undertake such duties within the scope of the post as may be requested by your line manager

Organisational/Departmental Information & Key Relationships

Department Structure Chart



Relationships

Internal

- Day to day instruction from the Senior Anatomy Technician. L3
- Working alongside 2b technicians within the Anatomy Laboratory
- Guidance to be taken from the experienced level 3 Laboratory Technicians within the Post Mortem Facility.
- **Communication with Academic staff as required to assist with the delivery of teaching.**

External

- Good communications with external suppliers/partners for Veterinary Pathology