

Integrated Radiological Services

Job Description

Job Title:	Technical Officer
Reports to:	Scientific and Technical Management Group /Supervising Scientific Officer
Division:	Survey
Tenure:	Permanent contract with 6 Month Probationary Period
Working Hours:	37 hours per week
Working Pattern:	9am-5pm Monday – Friday (Earlier starts and later finishes sometimes required)
Salary:	£17,000

JOB SUMMARY

The post holder will be expected to provide technical support to the Radiation Protection Advisory (RPA) and Medical Physics Expert (MPE) functions within the company. Reporting directly to your supervisor, you will be expected to perform a range of tasks of a technical, scientific and administrative nature.

During the first six months of your employment you will undergo supervised training to develop the practical competences to enable you to perform your basic duties. This will be monitored through monthly one to one meetings with your appointed supervisor.

The initial job placement will be at IRS's head office in Liverpool for approximately 4-6 weeks. Following this period the job will be based in the West Midlands.

Following the initial six month period, the post holder will be expected to perform routine tasks solo and act as a trainer for new members of staff.

KEY DUTIES AND RESPONSIBILITIES

Workplace Surveys

The post holder will undertake safety testing otherwise known as surveys of equipment that employs ionising radiation. This will primary consist of security scanners but will also extend to medical and dental equipment. For each survey a testing protocol is followed. A wide range of testing equipment is used and results are recorded in customised Excel templates.

The following surveys will be undertaken at the customer sites which primarily comprise of Prisons, but also extends to NHS and private hospitals, dental practises and mortuaries. Our customer sites are located around the UK. The position will be based in the Midlands, with training provided from IRS's Head Office in Liverpool. The post holder will be required to drive on motorways with day trips of up to approximately 100 miles. For further afield customers, overnight visits will be required for which Hotel accommodation and dining expenses will be provided. It is expected that 1 week in 4 will consist of overnight visits.

When travelling to sites the post holder will have access to a company vehicle.

Administrative

- To assist with booking survey visits to locations across the country.
- To provide post-survey administrative duties to prepare survey data for reporting in accordance with the quality management system.

Personal Development

- To maintain and update CPD and survey training records as part of your basic training and professional development.
- If appropriate, involvement in the RPA activities of the company.

Research and Development

The post holder will be expected to contribute to the company research and development programme. This will involve working under project leaders and leading projects themselves. The status of projects are monitored at monthly R&D meetings. As part of this function the post holder will be encouraged to submit abstracts to conferences. This may lead to presentations at conferences and publications in peer reviewed journals.

Other

- To help develop IT applications in quality assurance and radiation protection.
- To contribute to business growth.
- To present material on a number of our training courses.
- Undertake other duties, as requested, commensurate with the post.

IRS can extend this job description at any time as deemed appropriate.

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

Educational/vocational qualifications

Essential: First degree in a Physical Science, or an equivalent technical qualification.

Desirable: An appreciation of Health and Safety management principles.

Work and Other Related Experience

Essential: Full UK driving License.

Desirable: Experience of undertaking workplace surveys involving ionising radiation sources in healthcare and an industrial setting.

Experience of instrumentation calibration and quality management systems such as ISO 9000.

Personal Skills and Abilities

Essential: Effective written, verbal and telephone communication skills.

Ability to work independently and as part of a team.

Familiar with Microsoft applications such as Word, Excel and PowerPoint.

Effective time management skills with an ability to work to deadlines.

Desirable: Some experience of delivering presentations as part of teaching packages.

Intermediate to advanced knowledge of Excel, including advanced formulae, statistical calculations on datasets and use of pivot tables.

Closing date is: 9th December 2014.

Apply

To apply for this role please forward your CV and a covering letter to admin@irs-limited.com stating the position and closing date in the subject heading.