1. Job details
Job title: Analytical Services Manager
School: GeoSciences
Line manager: Physical Resources Manager

2. Job purpose
As part of the School’s scientific and technical services team, to manage the delivery of analytical services throughout the School in support of academic objectives.

3. Main responsibilities

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<th>Approx % of time</th>
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<td>1. Manage, lead and train the Analytical Services team to provide an efficient, proactive and continually developing service to meet the School’s needs for research and teaching. 30%</td>
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<td>2. Oversee maintenance, servicing and repair of laboratory infrastructure, equipment or other resources used in the analytical laboratories to minimise potential or actual disruption to delivery of services. 5%</td>
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<td>3. Delegated authority for managing the analytical services budget and for implementation and review of the laboratories’ charging systems. 5%</td>
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<td>4. To be responsible for health and safety in the analytical facilities and liaise with the School’s Health and Safety adviser to ensure all analytical laboratory activities meet all relevant requirements. 10%</td>
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<td>5. Contribute to planning for analytical and other technical services in the School to ensure development of new skills, techniques and facilities as required. 5%</td>
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<td>6. Research and develop new techniques and analysis methods using own specialist skills in support of the School’s academic objectives. 20%</td>
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<td>7. Contribute to the School’s undergraduate teaching programme by providing essential expertise within the School’s academic framework for design and delivery of courses to meet the School’s teaching objectives, e.g. design chemistry practical experiments and associated exercises, for inclusion in course practical workbooks, to demonstrate specific principles, (principles to be demonstrated are chosen by course organisers, means by which this is achieved are determined by job-holder), and participate in undergraduate education by providing instruction in theory, techniques and data interpretation. 20%</td>
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<td>8. Carry out any other reasonable duties and undertake professional development or training as requested by line manager. 5%</td>
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4. Planning and organising
- Plan and determine short, medium and long term priorities for the work of the Analytical Services team, including staff development and deployment priorities.
- Plan for impact of changes in research and teaching requirements.
- Plan and organise annual and ad-hoc servicing, maintenance, repair and purchase of equipment including whole life costing, space and service requirements.
- Contribute to annual and 5-year planning of overall scientific and technical services provision and budgets within the School.
- Plan and prioritise own work schedule in order to deliver required level of service.

5. Problem solving
- Balance competing priorities and demands on different aspects of analytical services to provide optimum overall staffing levels and results.
• Balance competing demands on the analytical services budget.
• Analyse problems in complex analysis, develop and evaluate novel techniques and approaches for particular analytical requirements using technical expertise and judgement.
• Investigate and contribute to resolution of short- and long-term personnel problems (e.g. performance management).
• Resolve day-to-day operational difficulties in the analytical labs using judgement, technical know-how and experience.

6. Decision making
• Take independent action to remedy operational problems arising within the laboratories.
• Take independent action on issues relating to health and safety in the analytical facilities within agreed School policy.
• Decide on appropriate short- and long-term deployment of lab staff within agreed School priorities and on needs for staff development.
• Responsible for decisions on analytical equipment purchase priorities and use of budget within agreed limits.

7. Key contacts and relationships
• Manage, lead, support and motivate individuals in a team of technical staff. Appraisal and personal development of staff.
• Advise the Physical Resources Manager on issues relating to short-and long-term service provision and planning.
• Advise and train staff or students in appropriate use of equipment and techniques and resolution of analytical problems.
• Academic staff to discuss short-, medium-, and long-term research and teaching requirements and establish associated budgets.
• Colleagues in other organisations to discuss analytical requirements and on a commercial basis negotiate repayment contracts.
• Colleagues in fieldwork centres and other Schools to make arrangements regarding operational and health and safety requirements for undergraduate laboratory based courses conducted out-with the School.
• Home Office as School Compliance Officer, responsible for ensuring regulations regarding purchase and use of controlled substances are met.

8. Knowledge, skills and experience needed
• Education to honours degree level or equivalent in chemistry
• 10 years’ overall experience in an analytical services role with well-developed skills in methods and technique development for research.
• At least 3 years’ experience of managing a team of technical staff and of successful budget management.
• NEBOSH Certificate plus a minimum of 3 years’ experience in health and safety management, together with a relevant First Aid qualification.
• At least 3 years’ experience in delivery of practical chemistry courses in-house and in the field, within an undergraduate teaching programme.
• Good communication, interpersonal, time management and organisational skills.

9. Dimensions
• Line manager for 6 direct reports.
• Co-ordinate analytical service provision across 3 buildings and a number of laboratory facilities encompassing a wide range of instrumentation and techniques.
• Approx £380k of scientific and technical equipment.
• Supporting a School of c. 230 staff and 1200 students.

10. Job context and any other relevant information
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