Job Description Template

1. Job Details

Job title: Building Superintendent

School/Support Department: Molecular & Clinical Medicine

Unit (if applicable): Edinburgh Cancer Research Centre

Line manager: Centre Director

2. Job Purpose

(Normally no more than 2 or 3 sentences)

Responsible for managing all aspects of the operational infrastructure of the Cancer Research Centre to support research and administration. Manage and develop Centre-wide resources including finance, staff, facilities and infrastructure, administration, communications and health and safety.

3. Main Responsibilities

(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

1. Comprehensive management of building finances, including research grants, equipment funds and bench fees to ensure necessary resources are available to researchers, with regular briefing for grant holders. Co-ordinate grant applications, including FEC and identify alternative funding sources e.g. small grants and travel allowances to ensure Centre has the best funding opportunities available to support research.  
   Approx. % of time 10

2. Direct the ongoing development of the building ensuring appropriate provision of space and research facilities. Liaising with staff and contractors to ensure building work and maintenance activities are appropriately managed. Through effective planning, implement facilities and infrastructure and determine the most appropriate use and allocation of space for new and existing laboratories and new research groups.  
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3. Ensure the effective management and delivery of the support service infrastructure including reception, wash-up and stores facilities.  
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4. Manage the administration of human resources for all staff (70+) based in the Centre ensuring appropriate processes are in place to facilitate recruitment, staff appraisal and the identification of training needs. Provide advice and guidance to managers and staff in the application of these processes.  
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5. Direct line management of 7 support staff including deployment, appraisal and performance management, to ensure smooth running of all support services. First point of contact, source of advice and support for all clerical, administrative and technical staff.

6. Oversee communications for the Centre to raise public and private profile. Ensure information is disseminated internally to centre staff in a timely fashion. Oversee development and maintenance of Centre website. Act as external liaison between the Centre and all external media, funding, and government agencies, including other local administrators (MRC, MMC) in the planning and development of the proposed Institute.

7. Organise and implement the management of Health & Safety within the Centre, combining both CRUK and University staff and procedures, including radiation protection, to promote best practise and ensure compliance with statutory requirements.

4. Planning and Organising
The role necessitates organisation of staff, budgets, space, services and information to ensure the effective use of these resources. Long and medium term financial planning ensures that funding is spent on the appropriate timescales, and that research funding needs are met. Forward planning is necessary for the effective deployment of support staff. In addition the post holder reacts daily to queries and problems within the Centre from all members of staff.
The role requires a long term overview (5+) years of the strategic direction of the research facility.

5. Problem Solving
The job holder is adept at solving a wide range of different problems. These include working with director/senior researchers to resolve problems arising as a result of policy changes, space or resource allocation and working independently to solve problems that arise routinely e.g. staff management issues or matters arising as a result of building works and reorganisation.

6. Decision Making
The post holder independently allocates resources within the Centre e.g. staff deployment, budgets out-with research grants, bench fees, distribution of space. Make and implement decisions, with the appropriate input about health and safety and HR related issues e.g. staff appraisals. In conjunction with the Director and scientific committee decide on policies and strategic direction of the Centre.

7. Key Contacts/Relationships
All staff within the Centre as disseminating information and implementing policies are critical to this role. A large network of contacts out-with the Centre which include School, College, MRC and MMC buildings and external agencies, in particular CRUK. Another key contact will be Dr Sander Henzing, Research Manager for the clinical activities of the Cancer Centre.

8. Knowledge, Skills and Experience Needed for the Job
A degree in a relevant subject with experience in a senior administrative role or relevant laboratory experience, including experience in managing a
laboratory/research facility. Experience of financial and resource planning. Experience of University and CRUK operational policies and procedures (including Health and Safety legislation). Knowledge and experience of personnel management and related skills. Management, leadership, organisation and planning skills with an ability to solve problems.

9. Dimensions
Oversee CRUK centre comprising three laboratory floors, store room, wash-up and one administration floor, which currently supports 70 staff, and will increase to ~100. Direct line management of 7 support staff, with 16 indirect reports. Staff turnover in 2005 ~25 plus 8 students. Responsible for overseeing grants from CRUK, Wellcome, CSO, MRC, Breast Cancer Care, BBSRC, industrial with a total turnover per annum of ~£4m. Responsible for overseeing complex multimillion pound equipment.

10. Job Context and any other relevant information
The post described is a new role which is pivotal to integrating new and existing staff, resources and infrastructure in the Cancer Centre. In addition to managing extensive building works that involves the commissioning of two new laboratories, the remodelling of two laboratory floors and development of new and existing office space, the post holder is responsible for implementing policies and procedures necessary to support and promote a new operational structure in the Centre.

11. Verification
(JDs should be agreed by the relevant manager and individual job-holder or representative. Further verification may also be specified in some cases.)

I agree that this job description conveys an accurate description of this job.

Manager:  
Job title  Name  Signature  Date

Job holder:  
Staff number  Name  Signature  Date

Other:  
Job title  Name  Signature  Date