1. **Job Details**

Job title: CSEC Superintendent  
School/Support Department: Physics  
Unit (if applicable): Centre for Science at Extreme Conditions (CSEC)  
Line manager: Deputy Director  

2. **Job Purpose:** To act as Superintendent for CSEC, providing technical and administrative support particularly in relation to the building and laboratory facilities.

3. **Main Responsibilities**

   1. Manage the maintenance of the building, experimental equipment and plant. Liase with university works division and outside contractors regarding repairs to existing and new installations. 
   
   2. To act as CSEC Health and Safety Officer, monitor health and safety in all areas within the building, to ensure CSEC and university safety policy is complied with. Co-ordinate and monitor inspection check lists. 
   
   3. Manage security of the building regarding main door entry and laboratory areas. Provide swipe access authorisation, issue of office and laboratory keys. Maintain record of these. Report theft or deliberate damage. 
   
   4. Manage CSEC running budget, ordering of new equipment and consumables. Formulate a charging policy where appropriate for non-CSEC users. Ensure that spending limits are adhered to. 
   
   5. Oversee the acquisition of new equipment and organise training for staff members on new and existing equipment. 
   
   6. Supervise Visitors and staff from other schools and outside organisations 
   
   7. To represent CSEC on the JCMB multi-occupancy building committee 

4. **Planning and Organising:**

Create a schedule of work from a wide range of laboratory, workshop and building maintenance objectives. Carry out work as required or allocate to appropriate School support area. Work is initiated by jobholder or in response to requests from users. Plan resources and make preparations for future projects and experiments,
5. Problem Solving:
The jobholder is expected to evaluate and solve problems that occur within CSEC, arising from almost any area e.g. equipment, safety, access, contractors, technical, staff and visitors etc. The majority of problems are usually reported to the jobholder in the first instance. The jobholder then decides the best way to resolve the problem.

6. Decision Making:
Day to day decisions on health and safety, building status, technical services and equipment resources are made by the jobholder. Advise the CSEC management committee on current and future requirements as part of a forward planning process.

7. Key Contacts/Relationships
CSEC Academic and PhD students: To instruct, advise and assist personnel in safe operation and use of equipment.
Visitors/ other school personnel: As above but also to train, or organise training where necessary, in the correct and safe use of equipment.
Specialist equipment Engineers: to supervise installation and check specifications of equipment, confirm it meets agreed specification.
Contractors: To ensure work carried out to both building and equipment is done safely and with minimal disruption to CSEC.
Member of the JCMB multi-occupancy building committee

8. Knowledge, Skills and Experience needed for the Job
H.N.C./H.N.D. in a physical science
Minimum 8 years experience working in a physical science laboratory environment, preferably with high power lasers, X-ray equipment, or similar.

9. Dimensions
CSEC was purpose built at a cost of £4 million to house all the specialist equipment and accommodate some of the staff and visitors. The building occupies 1600 sq. m. on three floors, has 7 major laboratories that contain equipment to the value of £3 million, 14 offices accommodating 40 people (at present), video conferencing room, a modern well equipped seminar/conference room (which is used extensively by all schools) and three other meeting rooms. In addition there are approximately 100 other academic and postgraduate staff from other schools using the facilities on a regular basis.
Manage an annual budget of £13.6k, and carry out the ordering of ~£40k of equipment etc.

10. Job Context and any other relevant information
CSEC is a multi-disciplinary centre which is a cross-school collaboration involving the Schools of Physics (as lead School, providing the most support), Chemistry, Geoscience, Biological Science, and Engineering. CSEC is attached to the James Clerk Maxwell Building and, although the jobholder (and line manager) hold Physics contracts, CSEC operates as a separate, self managed, Centre.