1. Job details
Job title: Deputy Physical Resources and Technical Services Manager
School: GeoSciences
Line manager: Physical Resources and Scientific/Technical Services Manager

2. Job purpose
Delegated authority for managing and developing aspects of the School’s estate, facilities, technical and scientific services in order to deliver high-quality infrastructure underpinning the School’s research and teaching.

3. Main responsibilities

1. To manage on a day to day basis the technical staff base involved in all technical services/facilities excluding analytical facilities. In conjunction with the Physical Resources Manager deploy the appropriate staff to meet the needs of the task at hand and monitor and the overseeing of the facilities.

2. Assist and support line manager in overseeing all matters related to the School’s buildings and physical infrastructure to ensure a safe, secure, attractive and fit-for-purpose environment for all members of the School.

3. Assist line manager in overseeing matters related to the operation, development and long-term sustainability of the School’s scientific and technical equipment base.

4. To identify training needs of the technical staff so that they can provide effective support to the School as a whole and implement these training programmes and to maintain records of staff deployment and development.

5. Liaise with contractors and Works Department maintenance staff on short and medium project issues

6. Carry out any other reasonable duties as requested by line manager.

4. Planning and organising
• Contribute to the setting of service priorities for the Scientific and Technical Services (STS) support team, including staff deployment, development and turnover.
• Contribute to annual and 5-year technical services and estates strategy planning for the School and to estate planning for the College of Science & Engineering.
• Input to planning and organising all major building moves (e.g. relocation of research groups or institutes), alterations, repairs, refurbishment, and major equipment installation and commissioning, coordinating building occupants, estates staff and external contractors to minimise disruption to academic activities.
• Assist in planning and organising change projects within STS (such as the design and implementation of new systems and procedures).
• Contribute to annual and 5-year budget planning for Scientific and Technical Services

5. Problem solving
• Resolve day-to-day operational difficulties using judgement and experience.
• Balance competing priorities and demands on different aspects of technical services to provide optimum overall staffing levels and results (e.g. providing technical support for a wide range of fieldwork activities).
• Investigate and contribute to resolution of short- and long-term personnel problems (e.g. performance management).
6. Decision making
- Take independent action to remedy operational problems arising within the technical services.
- Take independent action on minor building issues.
- Set priorities and objectives for Technical support team.
- Decide on appropriate short- and long-term deployment of staff within agreed School priorities and on needs for staff development.
- Decide at what point to refer an issue to line manager.
- Own work schedule, objectives and priorities within broad framework.

7. Key contacts and relationships
- Advise and update line manager on buildings and technical services issues.
- Liaise with the School Health and Safety Adviser over issues in area of responsibility.
- In conjunction with line manager maintain excellent working relationships with University estates and uniformed staff, with counterparts in other Schools, and with external contractors.
- Lead a technical support team of 6 to provide support for the School’s teaching and research activities.
- Liaise with academic and research staff including postgraduate students regarding their individual requirements.

8. Knowledge, skills and experience needed
- An HND or equivalent qualifications or experience, and a background in the subject area relevant to the School’s scientific activity.
- At least 3 years’ experience in a technical leadership preferably in an environment relevant to the School’s scientific activity.
- Experience of managing staff and with the ability to co-ordinate and oversee projects involving multiple contributors.
- Good communication, interpersonal, time management and project management skills.

9. Dimensions
- Line manager for 6 direct reports.
- Three major buildings (and 5 annexes) located on two University sites.
- Supporting a School of c. 230 staff and 1200 students.

10. Job context and any other relevant information
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