1. Job details
Job title: Geophysical Equipment Facility Deputy Manager
School: GeoSciences
Unit: NERC Geophysical Equipment Facility (GEF)
Line manager: GEF Manager (NERC employee)

2. Job Purpose
To provide technical expertise in the areas of electronics and firmware engineering and managerial expertise to allow the University to meet its obligations under a contract from NERC to operate NERC’s Geophysical Equipment Facility.

3. Main Responsibilities

1. Management of day-to-day operations of the GEF and its staff. 25
2. Equipment maintenance in the laboratory and preparation for loan to users 25
3. Geophysical equipment R&D 15
4. Project planning and training support for users. 10
5. Trouble shooting and problem solving in the laboratory and in the field. 20
6. Other responsibilities to ensure the successful operation of the Facility, i.e. maintaining website, writing equipment database software. 5

4. Planning and Organising
- The Deputy Manager has the responsibility for the day-to-day operations of the work of the GEF, including prioritisation and allocation of work in all technical areas for two electronics/firmware engineers as line manager.
- In discussion with the Facility Manager and from time-to-time the GEF Steering Committee the jobholder contributes to policy and operational plans of the Facility.
- The Deputy Manager also contributes to all the other activities of the GEF as time permits as outlined in 3. above.

5. Problem Solving
- This is a key part of the job. It includes logistical problems affecting the users who are trying to conduct their research projects, such as transport problems and problems of experiment timing.
- Technical problem solving might take place urgently in remote places, if equipment fails in the field, sometimes by the jobholder on his/her own. At other times it is done in the laboratory. On many occasions there will be a standard solution, but sometimes a “work-around” or innovative solution is required. Processing of users’ survey data also falls under this category.
- R&D done in the laboratory invokes problem solving.
- Training new and existing users in all aspects of data collection using GEF equipment involves solving survey logistical and technical issues.
6. Decision Making
- Decision making takes place daily during the day-to-day operations of the Facility. For example, this might be to resolve the consequences of a change in the timing of the equipment requirements of a user. Prioritisation of the use of equipment at times of high demand requires decision making on a regular basis.
- (This follows from 5 above.) On occasions in remote areas an instant decision is required in order to keep a field project running. Decision making can be made in consultation with others by satellite phone link back to the lab.
- In the laboratory the jobholder will make decisions on the direction of R&D work and has the discretion to decide how R&D money is best spent.

7. Key Contacts/Relationships
- There are two key areas of contact – with equipment users and with equipment manufacturers. The former occurs during project planning and optimising the use of equipment. The latter takes place regularly in order to evaluate new products, to address new equipment implementation issues, and to provide feedback on product performance.
- Good interpersonal skills are important when communicating with equipment users, especially in remote settings.
- Manage and develop direct reports.

8. Knowledge, Skills and Experience needed
- A minimum of a university qualification in electronic engineering or equivalent or substantial experience in a relevant field is required.
- The jobholder has the opportunity to learn management skills on the job but some management experience is advantageous.
- The tasks required by the job can be unpredictable and involve trouble shooting equipment problems. This might require innovative solutions based on an understanding of first principles.
- Good interpersonal and time management skills

9. Dimensions
- Up to 30 projects a year are supported by the GEF.
- Line manager for two staff (one NERC employee, one UoE employee)
- Responsibility for operational budget of £10k p.a. and input to decisions on major equipment purchases.
- The jobholder operates within the GEF but also operates within the UK geophysical research community at home and overseas and as a member of the GEF Steering Committee, which meets twice a year. There is also a limited amount of operation within the NERC sphere, e.g. attendance at workshops, since NERC is the contracting body.

10. Job context and any other relevant information
- The GEF is a NERC Facility that the UoE is contracted to operate. It provides state-of-the-art geophysical field equipment to the UK geophysical community in support of peer-reviewed science projects. The GEF staff comprises Manager (NERC employee), Deputy Manager (UoE employee (this job)), two electronic/firmware engineers (one NERC, one UoE)).