1. Job details
Job title: Mechanical Workshop Manager
School: GeoSciences
Line manager: Physical Resources Manager

2. Job purpose
To manage the School's mechanical workshop facilities in order to provide an efficient and effective service for the end users in the School. To be proactive in establishing the present and future needs of the workshop and subsequently the School.

3. Main responsibilities

1. To manage the School's mechanical workshop facilities (including the workshop budget and charging system) in order to provide an efficient and effective service for the end users in the School. To work in conjunction with other Schools' workshop managers to provide a College-wide workshop service. Also, to manufacture a wide range of pieces of equipment to exacting standards, often in difficult materials. 

   Approx % of time: 50%

2. To plan for development of the service and to ensure that the equipment within the workshop is replaced or upgraded as necessary and is regularly serviced, and in conjunction with the School's Health and Safety adviser that the equipment and its deployment meet with the present Health and Safety regulations.

   Approx % of time: 20%

3. In conjunction with the Physical Resources Manager and the Teaching /Graduate Organisations plan and provide mechanical workshop provision for undergraduate, postgraduate and all the research groups. This will involve providing advice on design and materials to be used, on cost of work to be done and sourcing materials and special tooling as required.

   Approx % of time: 15%

4. Manage workshop staff, to include the allocation of work to this individual.

   Approx % of time: 5%

5. Liaise with the Deputy Physical Resources Manager and the School Health and Safety Adviser on safety issues on equipment to be built.

   Approx % of time: 5%

6. Carry out any other reasonable duties (such as some field work in the form of installing equipment built in the workshop in various locations) and undertake professional development or training as requested by line manager.

   Approx % of time: 5%

4. Planning and organising
- Plan the day-to-day and longer-term operation of the mechanical workshop and staff.
- Plan and prioritise own work schedule within the requirements of teaching and research demands in order to deliver required level of service to any deadlines.
- Plan and organise annual and ad-hoc servicing, maintenance and repair of equipment and other material resources.
- Planning the site testing of equipment built in the workshop.

5. Problem solving
- Resolve day-to-day operational difficulties in equipment function and provision using technical know-how and experience.
- Overcoming technical problems in the design stages of equipment.
6. Decision making
- Take independent action to remedy problems that would have an adverse effect on immediate teaching and research activities (e.g. replacing broken equipment).
- Deciding whether or not a specific item of equipment should be build (e.g. concept would not be safe if built)

7. Key contacts and relationships
- Advise the Deputy Physical Resource 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.
- Discuss and problems encountered or advise with academic, research staff and students on design or material best for the work in hand.
- Manage and develop workshop staff.

8. Knowledge, skills and experience needed
- Education to Higher level or equivalent in a relevant discipline.
- Familiarity with the operation of equipment, knowledge of materials used, either through a relevant formal qualification (such as HNC/HND) or through equivalent experience.
- 4 years’ experience in a mechanical workshop environment or other support role.
- Experience of managing budgets, staff and operations in a technical setting.
- Good communication, interpersonal and time management skills.

9. Dimensions
- Line manager for one direct report.
- Provide direct support for 70 members of staff and 40 students per annum.
- Work across 3 buildings.
- Approx £1.5M of technical and scientific equipment in high-risk workshops.
- Supporting a School of c. 230 staff and 1200 students.
- Contributing to College support service across 7 Schools.

10. Job context and any other relevant information
~