1. Job details
Job title: Organic Geochemistry Facility Manager
School: GeoSciences
Line manager: Physical Resources Manager

2. Job purpose
As part of the School's Analytical services team manage the School Organic Geochemistry Facility to meet the teaching and research activities of the School.

3. Main responsibilities

1. Responsible for the operational running and management of the School's Organic Geochemistry Facility. To provide a high quality service using various analytical instrumentation and techniques for undergraduates, postgraduates academic and research staff and for other GeoSciences School facilities that require this service, including other Schools and external bodies. To adapt existing techniques and develop new techniques on instruments within the laboratory to meet the present and future needs of the School. To generate and process data for research projects and contract work, and to ensure data quality control. 

Approx % of time
40%

2. To maintain the Organic Geochemistry Facility to ensure that it is fit for the purpose. To ensure that all equipment is fully maintained and compliant with the present Health and Safety regulations. To provide training and advice to undergraduate and postgraduate students, academic and research staff on the sample preparation and operation of instrumentation.

30%

3. To provide Support and assistance in coordinating and conducting fieldwork both for research and teaching.

10%

4. Responsible for all research grants and commercial contracts associated with the Organic Geochemistry Facility, liaison with facility users/clients, and re-coup expenditure using the School charging system.

5%

5. To maintain, monitor and record materials required to facilitate the Organic Geochemistry facilities.

5%

6. Liaise with the School's Health and Safety adviser to ensure equipment and practice meet all relevant requirements.

5%

7. Carry out any other reasonable duties and undertake professional development or training as requested by line manager.

5%

4. Planning and organising
- Plan and prioritise own work schedule to meet the requirements of teaching and research demands so as to deliver the required level of service to any deadlines. (i.e. forward planning for the running of samples for undergraduate dissertation data versus research and contract demands).
- Plan and organise annual and ad-hoc servicing, maintenance and repair of the instruments and associated equipment and other material resources. (i.e. organising planned shut downs of instruments so as to not affect scheduled activities).
- Support and assistance in coordinating and conducting fieldwork both for research and teaching.
- Due to the type of analyses which are conducted, it is important that samples are taken in accordance with protocol and with specific equipment. This means regular involvement in planning how prospective facility users set up their sampling or experimental programmes.

4. Problem solving
- Resolve day-to-day operational difficulties with the instruments and equipment performance using scientific/technical know-how and experience. (i.e. investigating if the problem is with the sample or the instrument)
- Solving technique problems for academic, research staff and postgraduate students. (i.e. results are not what was expected).
• Resolve problems associated with new technique development.

6. Decision making
• Job holder has high level of autonomy in managing OGF work programme, including coordination of multiple projects/users) over timescales up to 6 months as well as day-to-day decisions re. OGF operations (instrument use and maintenance, method development, purchase of supplies etc).
• Independent delivery of quality-controlled data and reports.
• Decisions regarding instrument repair – e.g. when to call in service engineer. N.B. the OGF has no maintenance contracts (value ~ £40k since 1997); instead Job holder is relied upon for preventive maintenance and repairs.
• Job holder must be competent to maintain all OGF operations in absence of direct line manager (for periods of months).

7. Key contacts and relationships
• Support for and co-ordination of, teaching and research activities. For teaching, job holder provides training/support for undergraduate projects for 4 weeks in summer, all of Semester 1 and part of Semester 2. (regularly requiring 3+ days per week on student support). Job holder also supports large practical courses (e.g. Global Environmental Processes) and fieldtrips (e.g. Environmental Geoscience fieldtrips to Oban and Jamaica). For research, job holder provides initial training and regular support for all OGF users, including PhD students, post-doc’s, visiting scientists and technicians. For contract work, job holder is often directly contacted by clients and then responsible for all communication and support. Job holder regularly interacts with manufacturers re. equipment, with other School staff, Facilities and research groups, and also with scientists (UK and abroad, often senior academics) for method development and analytical work. Fieldwork requires similar relationships (scheduling, foreign suppliers, shipping agents, customs officials, freight, insurance etc). The ability to maintain these diverse relationships, and to be diplomatic and persuasive in coordination of OGF activities (e.g. competition for instruments), are critical.
• Advise line manager on issues relating to short-and long-term service provision and planning for all instrumentation.
• Engineers and technical support if instrumentation requires troubleshooting and repair.
• Advise/train staff or students in appropriate use of equipment and techniques.
• Discuss techniques and problems encountered with academic, research staff and students visiting workers and contract customers.
• Liaison with research collaborators.

8. Knowledge, skills and experience needed
• Familiarity with the equipment, techniques and samples in use, as well as analytical principles and underpinning environmental/earth science, through a relevant formal qualification (Honours degree) and field/laboratory experience.
• Specialised training for operation and maintenance of selected instruments (Chromatography, GC-MS, DOC/TDN analysis),
• Understanding of key principles for development of new analytical techniques.
• Ability to critically assess data for quality control and generation of reports.
• Broad capabilities and experience in field studies, especially marine fieldwork (i.e. coastal and open-ocean research cruises, and Small Boat Operator training).
• Good communication, interpersonal and time-management skills.
• Collectively, the post requires a minimum of 10 years of laboratory and field experience, combined with specialised training.

9. Dimensions
• In recent years 12 members of staff have been directly or indirectly supported by the OGF as well as, on average, 4 undergraduate project students and up to five PhD students, a Post-Doc and 2-3 visiting scientists per year
• Contract work (currently 5-6 projects per year)
• Multiple concurrent research projects supported.
• Work across 2 buildings
• Approx £600k of technical and scientific equipment.
• Supporting a School of c. 200 staff and 1400 students.

10. Job context and any other relevant information