University of Edinburgh

Job Description Template

1. Job Details

Job title: Psychology and PPLS School Superintendent

School/Support Department: PPLS / Psychology

Line manager: Head of Subject Area

2. Job Purpose

Manage the operational and technical resources within Psychology to support teaching, research, and third stream activities, including staff, security, estates and administration. Represents and supports the School Administrator in matters relating to Space management and Building works across the School.

3. Main Responsibilities

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<tr>
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<th>Approx. % of time</th>
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<tbody>
<tr>
<td>1.</td>
<td>Manage, supervise and develop technical support for academic staff, researchers and students so that experiments, research can be completed in an efficient and timely manner. Line management of 3 staff.</td>
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<td>2.</td>
<td>Plan and co-ordinate the refurbishment of rooms, buildings across PPLS School and Subject Areas (9 locations) under Major and Minor Works, produce the School Space Audit and supervise School Office relocations.</td>
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<td>3.</td>
<td>Prioritise all work in line with University, School and Subject area policies taking into account availability of resources, Subject Area priorities and deadlines for the pursuit of teaching and research excellence.</td>
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<td>4.</td>
<td>Supervise the allocation and relocation of space to laboratories, offices, service areas, within Psychology which include complex and expensive equipment, including all security systems.</td>
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<td>5.</td>
<td>Assist the Head of Subject Area / School Administrator in the development of Subject area/ School strategy and policies.</td>
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<td>6.</td>
<td>Monitor stock levels, ordering equipment and consumables for Psychology.</td>
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<td>7.</td>
<td>Plan, organise major projects, events and exhibitions to promote the work of the PPLS School &amp; Subject Area.</td>
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<td>8.</td>
<td>Prepares and processes orders and invoices on new e-IT and e-P systems within Psychology.</td>
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9. Contribute to the wider University issues through membership of committees, working groups and advisory panels. E.g. CHSS Annual Review Panel for Support Staff.

4. Planning and Organising

- Assist the School Administrator and Head of Subject area in the development strategy, which is planned over 2-3 years
- Plan ahead for project work, exhibitions and external visits.
- Prioritise all work in line with the University, PPLS School and Psychology policies for the pursuit of teaching and research excellence.
- Plan ahead in advance for space allocation, maintenance work, and major refurbishment of key areas across the School and Psychology.

5. Problem Solving

- Liaise with outside contractors when major or minor works are in progress whether they are inside or outside the building. Assessing any problems and complaints that may occur, when work is in progress then rectify them, so that there is minimum disruption to School operation and Psychology.
- Heath & Safety issues within the School and Psychology.
- There is a need to find creative solutions to a majority of the problems that arise frequently.

6. Decision Making

- Prioritising technical staffing duties for teaching and research requirements within Psychology.
- Deciding when major or minor works can be done so as to limit the disruption to the School and Psychology.
- Acting on behalf of Head of Subject Area on day to day technical and operational issues

7. Key Contacts/Relationships

- All PPLS staff
- Estates & Buildings
- CHSS
- University Architect and Planners
- All outside contractors
- Equipment suppliers to the University.

8. Knowledge, Skills and Experience Needed for the Job

- Educated to HNC/HDD Level or equivalent
- Around 10 years experience including running a smaller group within the Subject Area.
• Knowledge and skills relevant to the discipline of the Subject Area.
• Communication skills to manage and develop staff and organise projects.
• Administrative Skills
• A good understanding and knowledge of the HE sector.
• A good understanding and knowledge of all Health & Safety issues in the PPLS School and Subject Area.

9. Dimensions

• 3 Direct reports, 6 Indirect reports
• 120 Academics, 50 Researchers, 20 administrative support staff, librarian and 5 Nursery Nurses.
  1700 undergraduates, 35 MSC and 150 Postgraduate students.

10. Job Context and any other relevant information

• The job is evolving following re-structuring and has a wider range of duties requiring skills, expertise and knowledge relating to the School in addition to Psychology.