1. **Job Details**

   **Job title:** Superintendent (JCMB)  
   **School/Support Department:** Informatics  
   **Unit (if applicable):**  
   **Line manager:** Facilities and Safety Manager

2. **Job purpose**

   To assist/deputise for the Facilities and Safety Manager in the management, organisation and delivery of all technical resources and other facilities services for the School

3. **Main Responsibilities**  
   *(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))*

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   | 1. Responsible for safety, security and building matters within Informatics at JCMB and to manage the technical resources including selection, training, appraisal and disciplining of staff. | 35  
   | 2. Deputise for the Facilities and Safety manager in his absence and assume responsibility for all areas of technical services and Health and Safety issues across the School. | 5  
   | 3. Manage the installation of complex, rapidly changing network and computing hardware to deliver effective upgrading with minimal disruption to services. This includes liaison with senior computing management staff over requirements/scheduling, layout design and ensuring compliance with current regulations across all School sites. | 50  
   | 4. Ensure technical resources are used to best effect and orders and documentation are correct and relevant. | 10

4. **Planning and Organising**

   1. Planning and organising the necessary service breaks to ensure computing services are kept up to date and the installation of network hardware is robust and the performance of the system is not compromised. (1 - 2 years)  
   2. Through discussion with research, teaching and computing staff, plan to ensure technical resources will be available for forthcoming projects and deadlines are met. (1 month – 1 year)  
   3. Planning method of future proofing and standardisation of procedures for the installation of computing systems. (1 - 2 years)  
   4. Assess and provide opportunities for technical staff in JCMB to enhance their skills and knowledge levels. (1 year)

5. **Problem Solving**

   1. Identify and analyse deficiencies in technical services and initiate remedial procedures.  
   2. Resolve problems raised by technical staff e.g. personal health problems and staff disagreements.  
   3. Resolve problems with work procedures/quality from contractors.

6. **Decision Making**

   1. Decide on and/or advise on materials used for network installations and whether contractors are necessary, arranging work where appropriate.  
   2. Assign technical personnel to appropriate projects.  
   3. Given alternate proposals, decide on the basis of technical integrity which is the more suitable and contact the appropriate group with the aim of implementation e.g. Senior CO’s, CEG, Line Manager, etc.
7. Key Contacts/Relationships

The job-holder’s key contacts will include:

- Line manager – to discuss strategy, policy and progress
- Within the School - All staff and students – computing/network changes
- Within the University: Computing Services, Works Division and Security- networks
- Outwith the University : Suppliers, Service Engineers and Contractors – technical services

8. Knowledge, Skills and Experience Needed for the Job

Minimum of HNC (or equivalent) in a relevant subject with at least 3 years senior experience in a technical environment.

Excellent communication skills.

9. Dimensions

- Direct reports: 1
- Number of indirect reports: 2
- Approximate number of staff affected by the job-holder: 200+
- Approximate number of students/customers affected by the job-holder: 390 postgraduate students excess of 660 undergraduate students.
- Buildings: 4 Sites spread over a wide area

10. Job Context and any other relevant information

Additional constraints on planning, organisation and staff interaction are created by Informatics multi-site operation.

11. Verification

I agree that this job description conveys an accurate description of this job.

Manager: 

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Job holder:

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Other:

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