1. Job details
Job title: Physical Resources and Scientific/Technical Services Manager
School: GeoSciences
Line manager: School Administrator

2. Job purpose
To manage and develop the School’s estate, facilities, technical and scientific services in order to deliver high-quality infrastructure underpinning the School’s research and teaching.

3. Main responsibilities

1. Manage and develop the School’s team of technical and scientific support staff to deliver an expert, effective and responsive service to support the School’s academic objectives.

2. Oversee all matters related to the School’s buildings and physical infrastructure (including delegated authority for health and safety management) to ensure a safe, secure, attractive and fit-for-purpose environment for all members of the School.

3. Oversee all matters related to the operation, development and long-term sustainability of the School’s scientific and technical equipment base.

4. Advise the Director of Technical & Computing Services, the School Administrator and relevant School Committees to formulate strategic plans, set budgets and objectives and to meet targets for scientific and technical services provision and for development of the estate.

5. Delegated authority for managing the infrastructure and technical services budgets and for implementing financial systems for the School’s technical facilities to deliver optimum services within financial constraints and to ensure maximum cost recovery.

6. Contribute to School support services planning and to College estate planning.

4. Planning and organising

- Establish service priorities for the Scientific and Technical Services (STS) support team, including staff deployment, development and turnover.
- Contribute to annual and 5-year technical services and estates strategy planning for the School and to estate planning for the College of Science & Engineering.
- Planning and organising all major building moves (e.g. relocation of research groups or institutes), alterations, repairs, refurbishment, and major equipment installation and commissioning, coordinating building occupants, estates staff and external contractors to minimise disruption to academic activities.
- Planning and organising change projects within STS (such as the design and implementation of new service charging systems and procedures).
- Annual and 5-year budget planning for Scientific and Technical Services
- Contribute to overall support services planning for the School.
- Contributing to planning, organising, and leading wider School projects and initiatives.

5. Problem solving

- Resolve day-to-day operational difficulties using judgement and experience.
- Analyse and remedy process or structural problems within STS.
- Investigate and resolve personnel issues (e.g. performance management).
• Assess and evaluate long-term risks and strategies for the School’s estate and technical infrastructure, including financial matters, and take or recommend appropriate action (e.g. to secure external funds to resolve estate problems).
• Interpret and determine appropriate discretion in application of university procedures and legislative requirements.

6. Decision making
• All scheduling of building and infrastructure work (in consultation with affected staff).
• Take autonomous action to decide on and implement appropriate detailed policies for security, safety etc. to supplement and amplify University policy.
• Take independent actions and give advice on estate and infrastructure issues within agreed School plans and strategies.
• Set priorities for Technical support team and decide on staff management issues.
• Contribute as a member of STS Committee to strategic and policy decisions for scientific and technical services.
• Use of budget within agreed limits.
• Own work schedule, objectives and priorities within broad framework.

7. Key contacts and relationships
• Advise and recommend strategy to Director of Technical and Computing Services, School Administrator, Head of School, and to College Estates Officer or Deputy Head of College.
• Influence, provide advice and guidance to, and where necessary ensure compliance by academic and other staff in matters related to buildings and equipment (e.g. safety issues, room occupancy).
• Negotiate and maintain excellent working relationships with University estates and uniformed staff, with counterparts in other Schools, and with external contractors.
• Lead Technical support team: manage, develop, counsel and where necessary censure individual staff.
• First point of contact with University security office. On call 24/7, 365 days.

8. Knowledge, skills and experience needed
• A good honours degree or equivalent qualifications or experience, preferably in a subject area relevant to the School’s scientific activity.
• At least 5 years’ experience in a technical leadership and/or estates management role, preferably in an environment relevant to the School’s scientific activity.
• Experience of managing significant budgets and staff and of co-ordinating and delivering projects involving multiple contributors.
• Good communication, interpersonal, time management and project management skills.

9. Dimensions
• Line manager for 8 direct reports
• 14 indirect reports through these.
• Delegated responsibility for annual budget of c. £75k and for oversight of annual laboratory turnover of c. £200k.
• Three major buildings (and 5 annexes) located on two University sites.
• Responsible for overall operation of approx £50M of technical and scientific equipment including 5 national scientific facilities.
• 20 laboratories and workshops designated as ‘high-risk’ for health and safety matters.
• Supporting a School of c. 230 staff and 1200 students.

10. Job context and any other relevant information
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