University of Edinburgh

Job Description Template

1. Job Details

Job title: Senior Computing Manager (Math12-06)

School/Support Department: Mathematics

Unit (if applicable): N/A

Line manager: Head of School

2. Job Purpose

To ensure the delivery of the operational objectives, services and projects of the School of Mathematics Computing Support team and to manage the I.T. staff within the school. To plan, write, develop and implement the School I.T. strategic plans as agreed with the School I.T. Committee.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<tr>
<td>Operational responsibility for the delivery of the technical and project objectives of the School Computing team and practical contributions (including user support) to the work of the team in the post-holder’s areas of expertise.</td>
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<td>Plan, write and implement the I.T. strategy to meet the research, teaching, project and administrative needs of School staff, students and project partners.</td>
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<td>Line and project management of staff in supporting and developing services to meet user requirements.</td>
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<td>Chair the School I.T. Committee.</td>
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<td>Continual development of technical excellence at a University level in emerging technologies and shared services in order to maximise I.T. usage across University services.</td>
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<td>Contribute (and chair where appropriate) University level technical working parties.</td>
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4. Planning and Organising

Development of strategic and project work is determined by the Computing Support plans as planned by the post holder and ratified by School I.T. Committee. The post holder takes the leading role in technical, operational and strategic planning of Computing Support within the School to meet the needs of staff, undergraduate and postgraduate student requirements. Initiates work in response to internal/external developments and the need to improve service
provision within the school. Manages the annual School I.T. budget. Organises and prioritises the workload of computing staff.

5. Problem Solving

Takes overall responsibility for resolving day-to-day and longer term operational problems and liaises with relevant specialist University teams and external contractors to achieve strategic goals.

6. Decision Making

Work accurately and effectively to conflicting deadlines and provide strong leadership and decision making skills in a very busy and demanding environment.

7. Key Contacts/Relationships

With Computing Support staff
With School of Mathematics staff, undergraduate and research students
With colleagues in other parts of the School/University
With external suppliers

8. Knowledge, Skills and Experience Needed for the Job

The job is of a very technical nature, requiring graduate level education and at least five years experience of advanced systems management, project management, strategic decision-making and project delivery in a medium to large computing environment. The post holder also requires experience in line management and in meeting operational targets in the context of computing team management.

9. Dimensions

Directs: 1
Approximate number of staff affected by post holder: 65
Approximate number of students affected by post holder: Undergraduate 1,853, Postgraduate 47
Annual I.T. budget: £80-£120k

10. Job Context and any other relevant information