University of Edinburgh – Job Description

1. Job details
Job title: School Facilities and Safety Manager
School: Informatics
Line manager: School Administrator

2. Job Purpose
A key member of the School Administrative and Technical management team. To manage the organisation and delivery of all technical resources and other facilities services for the school and to organise and manage the Health and Safety and Security systems of the School of Informatics.

3. Main Responsibilities


   2. Planning, managing and controlling the provision of technical services across the School, ensuring delivery within budget and time constraints.


   4. Managing the Schools building projects and refurbishments over all four sites including their planning and costing. Management and control of Estates and Buildings services to the School and liaison with relevant central support services. Space manager for the School.

   5. Direct management of technical staff involving, organising and scheduling work, provision of advice and guidance on policy and procedures. Appointment, appraisal, training and development of School technical staff.

   6. Representing the School at meetings both at College and University levels e.g. workshops, space management, waste coordination, etc. and convener of the Appleton Tower Multi-Occupancy Committee.

4. Planning and Organising
   - Financial planning for all facilities related activity (1-3 year horizon).
   - Resource planning and forecasting (1-3 year horizon).
   - Ensuring provision of safe, secure and health-conscious environment for a multi-site, multi-faceted School including the forward planning of the School’s annual safety schedule.
   - Building robust systems for Health and Safety accounting and ensuring implementation across School.
   - Given the nature of the management responsibilities, frequent organisation of people and resources is required. Aim is to enhance efficiency and effectiveness of procedures and systems through change without unnecessary disruption of ongoing business of Institutes, School and academic staff.
   - Project managing building alterations and refurbishments throughout the School.

5. Problem Solving
   - Resolving facilities provision problems with various Support Group departments and the College of Science and Engineering.
   - Efficient use of financial resources in support of technical services and facilities provision.
• Education of academic and other staff in efficient use of technical facilities and services and Health and Safety matters.
• Design and implement changes to safety and security procedures ensuring effective dissemination of new policies and procedures throughout School.

6. Decision Making
• Operate autonomously over the postholder’s areas of responsibility with a reporting requirement to the Head of school and School Administrator when necessary.
• Authority of post holder extends to authorising expenditure on School building, health and safety and technical service budgets
• Advise wide range of staff and students on Health, Safety and Security matters as the ‘in-house’ expert.

7. Key Contacts/Relationships
• Discuss and provide advice on H& S and security matters and policy with Director of Institutes, Head of School and other senior managers.
• Influence and effect change amongst academic and administrative colleagues.
• Provide leadership for, manage and development of 9 staff.
• Contribute to and influence School policy and strategy ensuring H&S is a principal element.
• Liaise with Estates and Buildings and other departments and agencies e.g. External Health and Safety organisations, Auditors, Architects, Contractors, Police and Fire Brigade.
• Advise, counsel, support and where necessary censure individual staff.

8. Knowledge, Skills and Experience needed
• Good relevant honours degree.
• Professional H&S management qualification required.
• Minimum 6 years technical management experience, preferably some in an H&S environment.
• Experience of managing budgets, staff and projects.
• Experience of providing analysis and strategic advice to senior managers.
• Excellent written and oral communication skills, excellent analytical skills and good IT skills (e.g. use of complex spreadsheets).
• Extremely good people management and time management skills.

9. Dimensions
• Direct reports: 6
• Number of indirect reports: 3
• Responsible for management/oversight of £28K restricted budget
• Responsible for effective technical support functioning across School.
• Responsible for managing technical support services and H&S management affecting approx. 200+ staff and 1000+ students.

10. Job context and any other relevant information
Additional constraints on planning, organisation and staff interaction is 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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