1   Advertisement

Post Title: Technical Manager – Teaching Labs
School/department: School of Mathematical and Physical Sciences
Hours: Full Time hours considered up to a maximum of 1.0 FTE (37,5 hours). Requests for flexible working options will be considered (subject to business need). *Normally expected to be on-site for the lab practical sessions.*
Location: Brighton, United Kingdom
Contract: Permanent
Reference: 10882
Salary: starting at £36,333 to £43,155 per annum, pro rata if part-time.
Placed on: 25 July 2023.
Closing date: 03 August 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed.
Expected start date: 1st of September 2023.

This vacancy is only open to those currently employed by the University of Sussex (Including those employed through Reed, Chartwells, and SEF)

Applications are sought for a technical manager to run and manage the teaching labs within the physics department.

We are looking for someone who is very familiar with these labs, and also has the background to look several years forward and plan for changes in student numbers, and anticipate the need for backup equipment as things begin to age.

We will need this person to regularly review the existing offerings across all of the taught lab courses (Foundation year through to MPhys level) and suggest new experiments or improvements as appropriate. Many of our existing experiments are bespoke and require significant electronics, engineering, and occasionally other skills to maintain.

The successful candidate will also be expected to line-manage additional technicians helping in the lab, an annual budget of £20k, write the H&S assessments for experiments, and keep equipment maintained and safe to use.

Please contact Dr. Cassandra Churchwell, at 01273 876606 for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

Please note that this position may be subject to ATAS clearance if you require visa sponsorship.

For full details and how to apply see our

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2.   The School / Division

Please find further information regarding the school/division at
http://www.sussex.ac.uk/mps/internal/index

3.   Job Description

Job Title: Technical Manager – Teaching Labs

Grade: Grade 7

School/Division: MPS – Technical Services

Location: Pevensey 2

Responsible to: MPS Senior Technical Manager

Direct reports: Senior   Technician – Teaching, Technician - Infrastructure

Key contacts: Faculty, staff, students, external contacts

Role description: The Technical Manager will provide Teaching technical management support to Senior Technical Managers in operational resilience, strategy implementation, and indirect research coordination and personally organise requests for direct research support.

PRINCIPAL ACCOUNTABILITIES

- Manage, promote and maintain a high quality Technical Services, engendering a culture of continuous improvement.

1.   Manage the operational outputs of the team.

2.   Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.

3.   Work in partnership with other key stakeholders to ensure seamless service

4.   Manage the technical provision for all of the MPS teaching labs.

5.   Manage the other teaching technicians.

6.   Manage H&S provisions for the teaching labs.

7.   Work with course conveners to plan for future needs of the teaching labs.

KEY RESPONSIBILITIES

4. **Team Management and Leadership**
1. Provide management and leadership to motivate the team to achieve targets and objectives delegating according to ability
2. Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members
3. Ensure team understanding and application of operational standards are embedded in the team culture and methods of working
4. Support the development of others, providing training and coaching in area of expertise
5. Foster an ethos of continuous improvement

5. **Service Delivery**

1. Working within university policy and procedure, undertake day-to-day management of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities across the team to ensure the achievement of departmental targets and objectives.
2. Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
3. Plan and implement improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
4. Maintain appropriate records and documentation commensurate with policy and procedure.
5. Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.
6. Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

6. **Policy and Procedure**
   Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
1. Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
2. Contribute to policy decisions and improvement in area of expertise.

7. Customers and Stakeholders

1. Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed.

8. Key Responsibilities

1. Working with division Senior Technical Manager, to ensure the teaching support is suitable for an area, to maximise output from the joint resources, knowledge and skills.
2. Responsible for the induction, supervision and development of other technical staff within own area of responsibility. Monitoring performance of staff and undertaking appraisals when required
3. To take a lead role in developing new ways of working associated with technical teaching support activities.
4. To ensure that technical staff are trained in the use of safety critical equipment relating to teaching support and that they are then deemed competent to train others

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

1. Leading a team of 2-3 staff

2. Work within a budget of £20,000

3. Responsible for all teaching labs and associated equipment

4. Responsible for the achievement of smoothly running teaching labs

5. The post holder reports to the senior technical manager, working under general direction within a clear framework the post holder will manage their own work and their direct reports to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

6. Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

7. Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class

standard of teaching and research by managing our resources effectively and efficiently

4.   Person Specification

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to Level 5 - Diplomas of Higher Education (DipHE), Higher National Diplomas (HND), BTEC Professional award, certificate and diploma level 5

2. A detailed practical knowledge and understanding of specialist area.

3. Effective management skills

4. Well developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood the audience.

5. Planning and organisational skills, including project management with the ability to delegate to team members where appropriate.

6. Well developed interpersonal skills with the ability to effectively influence in area of expertise, effectively contribute to team working to build and develop working relationships.

7. Analytical skills with the ability to generate effective solutions and make effective decisions

8. Commitment to customer excellence

9. Effective IT Skills on MS platform. Experience using functional databases.

10. Extensive experience in physics or related lab

11. Extensive electronics experience

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. High level of technical skill and expertise with ability to work on own initiative or manage a small team.
2. Change management skills
3. Detailed knowledge of the University's systems and procedures relevant to the role.
4. Knowledge of human resources policy and understanding of management skills as they pertain to leading a small team of technical staff.
5. Knowledge and understanding of current Health & Safety issues e.g. risk assessment, PAT Testing.
6. Ensuring asset register is populated and maintained.
7. Expertise and experience of budgetary management.

DESIRABLE CRITERIA

- Experience of managing a teaching technicians
- Knowledge of the Higher Education sector.
- Awareness of current issues in Higher Education, and the capability to quickly acquire knowledge of University of Sussex policies, procedures and systems.
- Experience of effective purchasing in a HE environment.
- Able to prioritise and meet tight deadlines.
- A willingness to work under pressure and with flexibility, including outside normal office working hours.