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**Faculty of Technology**

**School of Engineering**

**Technical Manager (School of Engineering)**

**ZZ003824**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £33,943 to £37,075 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

 <http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** |  Technical Manager |
| **Grade:** |  Grade 7 |
| **Faculty:** | Technology  |
| **Department:****Location:** | School of Engineering Anglesea Building |
| **Position Reference No:** | ZZ003824 |
| **Cost Centre:** | 41900 |
| **Responsible to:** | Faculty Manager  |
| **Responsible for:** | Technical staff in the School of Engineering  |
| **Effective date of job description:** | July 2017  |

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| **Context:**  |
| The School of Engineering is dedicated to provide the highest quality undergraduate and taught postgraduate degrees and research. The post holder will have specific responsibility for activity in Anglesa Building that offers up to date teaching and research facilities.  |

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| **Purpose of Job:** |
| As part of the Faculty’s technical management team, to successfully manage the technical services provision for School of Engineering supporting teaching, research, innovation and commercial activities. To provide high quality technical advice to staff/students and be responsible for the budget acting as adviser in the purchasing of equipment and materials in accordance with relevant legislation and University Policies. |

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| **Key Responsibilities:**  |
| **Line Management Responsibilities**1. Line management responsibility currently for 7 technical posts, including equitable delegation of workloads.
2. To manage the provision of technical support services in the School laboratories, including the effective delegation and timely completion of tasks within broad policy guidelines.
3. Conduct performance & development review (PDR), recruitment, induction and training of staff agreeing individual objectives and development needs that support institutional needs.
4. Regularly communicate the aims and objectives of the School and Faculty, and give support and constructive feedback on performance.
5. Investigate performance, disciplinary and grievance matters when necessary following University procedures.
6. Contribute to operational planning and support and develop the work of the School.
7. Represent the School at meetings where appropriate and represent the Technical team at School Management meetings where appropriate. Ensure Technical team are kept informed of developments/decisions made within the Department.

**Core Duties of a Technical Manager:**1. Working closely with the Faculty Manager to develop and maintain teaching and research accommodation and equipment to the highest standards, ensuring that they comply with relevant health and safety and environmental legislation and that regular checks are carried out and recorded.
2. Contribute to teaching and research by ensuring the provision of technical support demonstrating the operation and application of relevant instrumentation and equipment also providing assistance with the design of practical experiments to support teaching.
3. To ensure plans are in place for technical staffing facilities and equipment to support the strategic requirements of the School to include a functional programme of equipment (including purchasing) and laboratory maintenance/servicing that can be completed during the course of a year.
4. To be responsible for overseeing a delegated budget, ensuring that the technical needs of the School are met, and maintain inventories as required.
5. Assist and attend Preview/Open day visits, providing demonstrations and information to students.
6. To analyse financial data ensuring budget is kept on track, providing updates and statistics to relevant stakeholders.
7. To have a full understanding of and maintain balance between activity within the School (learning and teaching, research and innovation, commercial activity).

**Additional expectations of the role holder:**1. To communicate with team members and liaise and network with relevant others, to ensure good and effective working relations.
2. To lead team meetings providing relevant and timely information, in order to aid decision making.
3. To solve problems that occur applying knowledge of the subject area.
4. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the School/Faculty/University aims.
5. To comply and ensure compliance of the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management.
6. To be responsible for the effective implementation of the laboratory timetables within the School including the allocation of classes to members of the technical team and to build flexibility to enable this to happen.
7. Implementation of changes that may arise in the University’s Environmental Policy.
8. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances.
9. Any other duties as required by the Faculty Manager.
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| **Working Relationships:**  |
| 1. Faculty Manager
2. Head of Department
3. School Technical team
4. School Administration Team
5. Academic & Research Staff
6. Science Faculty Technical Managers
7. Health and Safety Department
8. Estates Department
9. Suppliers of materials/equipment
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Previous proven experience of managing and developing staff | E | AF, S |
| 1.2 | Excellent technical knowledge with experience in a Engineering discipline | E | AF, S |
| 1.3 | Working knowledge of Health and Safety legislation in both laboratories and the general workplace | E | AF, S |
| 1.4 | Experience of scientific equipment maintenance procedures | E | AF, S |
| 1.5 | Knowledge of purchasing and finance regulations | D | AF, S |
| 1.6 | Previous proven experience of working with students in a teaching and research environment | D | AF, S |
| 1.7 | Experience of working within an accredited quality system / to professional accreditation standards | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Ability to communicate effectively across all layers of the workplace structure in a professional manner | E | AF, S |
| 2.2 | Ability to plan, organise and prioritise workloads | E | AF, S |
| 2.3 | Ability to plan and anticipate events and to solve problems  | E | AF, S |
| 2.4 | Ability to implement good laboratory practice and standards | E | AF, S |
| 2.5 | IT skills to include emails, documents and spreadsheets as a minimum | E | AF, S |
| 2.6 | Ability to undertake Risk Assessments | D | AF, S |
| 2.7 | Budget management skills | D | AF, S |
| 2.8 | Project management skills | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
| 3.1 | Degree or equivalent experience in a relevant Engineering subject | E | AF, S |
| 3.2 | Postgraduate degree in a relevant scientific subject | D | AF, S |
| 3.3 | Health and Safety qualification | D | AF, S |
| 3.4 | Management qualification  | D | AF, S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Ability to motivate and engage others in technical support | E | AF, S |
| 4.2 | Ability to work on own initiative and as part of a team | E | AF, S |
| 4.3 | Ability to work to tight deadlines | E | AF, S |
| 4.4 | To have an understanding of the aims and objectives and strategic direction of the Faculty/Department and plan accordingly | E | AF, S |
| 4.5 | Ability to deal resiliently with high-pressure situations | E | AF, S |
| 4.6 | Enthusiastic, pro-active and flexible attitude to work | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; S = Selection Programme (including interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  | √ |
| 1. Manual Handling (of loads/people)
 | √ | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 | √ | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working)
 | √ | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Line Manager/Supervisor to sign below:**

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| **Signed** | A Elliott |
| **Name (block capitals)** | ALISON ELLIOTT |
| **Date** | July 2017  |
| **Extension number** | 2349 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.