JOB DESCRIPTION
Building Superintendent and Health & Safety Manager
Vacancy Ref: A2183

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Building Superintendent and Health &amp; Safety Manager</th>
<th>Present Grade: 8P</th>
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</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Engineering</td>
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<tr>
<td>Directly responsible to:</td>
<td>Head of Department</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>Departmental technical staff team</td>
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Other contacts
Internal:
Academic and professional services staff in Engineering and the Faculty Office, students in Engineering, facilities team and project managers, academic supervisors, procurement, Lancaster Product Development Unit.

External:
Suppliers, service engineers, outreach activities, visitors, other universities and research institutions, outside companies.

Purpose of Job
- To provide leadership to the Engineering technical team (both core and grant-funded staff) with responsibility for working with academic staff to develop and implement strategy within this core area of the Engineering Department.
- To ensure the delivery of high quality technical support across all areas of Engineering’s research and teaching portfolio.
- To promote the effective and efficient deployment of resources across the Department including research support, teaching facilities and working spaces through a detailed understanding of Engineering’s current and future research and teaching requirements.
- To ensure that the technical team within Engineering are equipped to respond to changes in the academic landscape through involvement in the strategic decision making process within the department.
- To take responsibility for ensuring proactive management of Health and Safety, within the Department, and compliance with all relevant legislation and University guidelines.
- Networking externally, including sharing practice with other Lancaster University superintendents, and establishing external collaborations and sharing practice with other Universities to continually improve and learn from others within and outside the HE Sector.

Major Duties:
To be responsible for managing and developing the Department’s technical staff team (the team), to provide responsive and proactive support to the Department in an evolving environment, including:
- Identifying and facilitating appropriate staff development needs and opportunities for individuals in the team, and the team as a whole;
- Responsibility for the annual PDR process, and regular individual reviews with team members;
- Effectively managing the workload across the team’s members to ensure timely completion of tasks and to accommodate fluctuating levels of service demand;
- Leading the recruitment and induction of new technical staff

To work alongside the technical team in providing day to day support for developing and maintaining technical research equipment set-ups; and providing advice and guidance to both staff and students in the appropriate use of technical equipment for Engineering research and teaching.
To effectively manage the Department’s resources to support research and teaching, including:

- Responsible for operational decisions on any aspect of service provision or deployment of resources;
- To facilitate and oversee an inventory of all technical and research equipment held within the Department;
- To provide support, advice and oversee allocation of resources for experimental activities related to funded projects, in a timely manner to satisfy project deadlines.
- To make the equipment inventory available to all members of the Department and manage effective procedures to record the loan and return of resources;
- To take overall responsibility for the Department’s research facilities, both on and off-site, and the activities that they support, including ensuring that they are regularly assessed in the light of departmental needs and that they remain effective, up-to-date and safely run in line with current safety regulations.
- To co-chair the Department’s Resources Committee, and contribute to the strategic management of the Department.

To provide effective space management, including:

- To interact with Facilities and their contractors on any planned projects regarding the maintenance or refurbishment of departmental buildings;
- Be a first point of contact for any external contractors working in areas used by Engineering;
- To be the main point of contact between the Department and Facilities to ensure that the Engineering buildings are well-maintained and meet the changing requirements of the Department;
- To manage the effective and efficient utilisation of space and facilities across the full range of Engineering’s research and teaching activities, in accordance with Engineering’s strategic objectives.

To be accountable to the Head of Department in the management of health and safety in particular:

- To be aware and understand the University health and safety arrangements, including safeguarding, and their application to departmental activities;
- To oversee and assist staff in the assessment of risk and development of workplace controls;
- To develop departmental emergency procedures and ensure that there is an effective provision of first aid support within the department;
- To ensure the effective communication of all health and safety related matters to all staff, postgraduate students, and visitors, and ensure that health and safety training requirements are identified and met;
- To act as the Department’s Area Safety Officer in liaison with the University Safety Office;
- To take the role of Deputy Chair of the Department Safety Health and Wellbeing (SHaW) Committee;
- To prepare documents and attend the ShaW Faculty and University meetings

Other Duties

- To be a member of the Engineering department management team and lead or contribute to other university groups;
- To work with the HoD, Departmental Administrator and finance team in contributing to the management of relevant budgets;
- To promote equality and diversity in working practices and maintain positive working relationships;
- To write and present reports and policy documents, as appropriate, and to respond to documents that keep abreast of changes in legislation and therefore changes to compliance in the department, as required;
- To contribute to the induction, training and assessment of other research and technical staff and students;
- To carry out any other duties commensurate with the grade, and contribute to the wider activities of the department as requested by the Head of Department, or their nominated representative;
- Attend Department and University committees as the Department representative, when requested, and to share practice and to update colleagues within the wider University on activities within Engineering.