**Job Description**

Department Facilities and Technical Resource Manager  
Vacancy Ref: A3007

| **Job Title:** | Department Facilities and Technical Resource Manager | **Present Grade:** | 8P |
|----------------|--------------------------------------------------|-------------------|
| **Department/College:** | Psychology | **Directly responsible to:** | Head of Department, Psychology |
| **Supervisory responsibility for:** | Currently a small team of technicians, admin assistant and lab manager, 4 people in total. | **Other contacts** |

**Internal:** Academic and professional services staff and research students within Psychology; LU Facilities staff, LU Safety Office, Faculty of Science and Technology staff and other departments and faculties within the University

**External:** Visitors, other universities and research institutions, outside companies.

**Purpose of Job:**

To provide leadership to the Psychology Facilities and Technical Team. Working with the Academic lead develop and implement strategy within core areas of Psychology’s service provision. To be proactive in the management of Health and Safety and Data Management within the Department to ensure compliance with all relevant legislation and University guidelines. To ensure the delivery of high quality procedural provision of technical support and use and maintenance of facilities across all areas of Psychology’s research and teaching portfolio. To promote the effective and efficient deployment of resources across the Department including research, teaching facilities and working spaces through a detailed understanding of Psychology’s current and future research and teaching requirements. To ensure that the facilities and technical team within Psychology are equipped to respond to changes in the academic landscape through involvement in the strategic decision making process within the Department.

**Major Duties:**

**Managing and developing the Department’s Facilities and Technical Resource 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 members to ensure timely completion of tasks and to accommodate fluctuating levels of service demand.
- Oversee the technical team in providing day to day support for developing and maintaining technical research equipment set-ups, including writing and maintaining computer code; and providing advice and guidance to both staff and students in the appropriate use of technical equipment and specialised software used for Psychology research and teaching.

**Managing resources to support research and teaching to ensure that the Department’s strategic needs can be met,** including:

- Develop and managing the Department’s data protection policies, including ensuring the secure storage of both electronic and hard copy data, in accordance with both University and funder’s regulations.
• To facilitate and oversee the effective use of an inventory of all technical, test library and research equipment held within the Department.
• To oversee the maintenance and training for users of the Department’s databases which support research activity. This includes, but is not restricted to, the adult participant database (SONA) and the Schools database;
• 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 chair the Departments Resources Committee, and contribute to the strategic management of the Department.

Management of Safety Health and Wellbeing (SHaW) in particular:

• To act as the Department Health and Safety Officer.
• To be aware and understand the University health and safety arrangements.
• To advise staff in the process of risk assessment and development of workplace controls.
• To develop departmental emergency procedures.
• To ensure the effective communication of all health and safety related matters to all members and visitors to the Department.
• Ensure that health and safety training requirements are identified and met including the induction and training of new staff and research students.

Manage departmental spaces and facilities to ensure that Departmental strategic needs can be met, including:

• Being the point of contact with LU Facilities and their contractors on any projects regarding the maintenance or refurbishment of departmental spaces.
• Ensure that the Psychology spaces are well-maintained and meet the changing requirements of the Department.
• Manage relevant budgets.

Other Duties:

• To promote equality and diversity in working practices and maintain positive working relationships.
• 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.