JOB DESCRIPTION
Biomedical and Life Sciences - Chief Technical Manager
Vacancy Ref: A3372

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Chief Technical Manager</th>
<th>Present Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/College</td>
<td>Biomedical and Life Sciences</td>
<td>8</td>
</tr>
</tbody>
</table>

Directly responsible to: Head of Biomedical and Life Sciences
Supervisory responsibility for: Biomedical and Life Sciences Technical Staff.

Other contacts

Internal: All staff and students in BLS, University Safety advisors, HR advisors, Facilities managers and staff. Faculty dean and admin team. Technical staff in other University departments, Academic staff from other departments. Procurement and finance office staff.

External: Equipment manufacturer and supplier representatives, service engineers and technical specialists. UK University bioscience managers. Visiting researchers, teachers, hospital staff and members of industry who wish to access the BLS facilities. External contractors.

Major Duties:
The Role
The Technical Manager will lead the BLS Technical team to deliver operational excellence across all laboratory based research activities in the Division of Biomedical and Life Sciences in the Faculty of Health and Medicine. The Technical Manager supports the BLS Senior Management Team and in conjunction with the HOD and senior academic staff plays a role in formulating the strategy of the Division within the University’s strategic planning process.

The Technical Manager is responsible for a team of technical staff, whose main functions are:

- Management of core scientific facilities to deliver operational excellence for research projects.
- Supervision of research laboratories.
- Promotion of good laboratory practice.
- Maintenance of complex scientific instruments and facilities.
- Enabling researchers to obtain the best performance from specialised advanced scientific instruments.
- Contributing to research projects by carrying out experiments.
- Developing and advancing techniques within their areas of expertise.
- Teaching students and staff laboratory skills and appropriate use of research instruments.

Key Responsibilities
Staff Management
- Leading and motivating the technical team.
- Managing the technical staff to ensure effective deployment of resources.
- Ensuring that laboratory procedures comply with University safety policies and Health and Safety regulation.
• Encouraging staff development through the PDR process and monitoring of career opportunities for Technical staff.
• Developing new technical roles and reviewing existing ones in collaboration with the HOD to respond to, or in anticipation of, changing research activities.
• Managing relationships between the technical staff and other staff and students.

Research Facility Organisation
• Organisation and management of advanced technology facilities, equipment and technical staff to support research in BLS and FHM. Ensuring that the division is equipped with appropriate technology that is effectively deployed, maintained and staffed by competent trained personnel.
• Planning future capital equipment needs for the division and writing cases for funding.
• Defining specifications for competitive tender documents and appraisal of available equipment including visits to production factories and demonstration sites in the UK and overseas.
• Coordinating all interested parties to achieve multi-equipment purchases within an overall expenditure envelope.
• Following these projects through to installation, commissioning, and training of staff and continued operation of new facilities.
• Planning the re-arrangement or extension of research facilities in conjunction with other staff.
• Ensuring satisfactory maintenance and security of the research laboratory facilities.

Financial
• Management and control of the BLS equipment maintenance budget, deciding appropriate levels of service contract and authorizing equipment repairs.
• Negotiating prices of major equipment purchases with scientific equipment manufacturers and suppliers to obtain best value for the University.
• Managing capital equipment budgets.
• Authorizing overtime payments.

Research and Teaching Activities
• Providing expert technical advice and assistance to all staff and students within own area of scientific and technical expertise.
• Within area of expertise; teaching postgraduate and undergraduate students the theory and practice of biological research techniques and instrumentation.