

JOB DESCRIPTION

Vacancy Ref: A3416

Job Title:	Experimental Officer – Cleanroom Manager	Present Grade: 7P
Department/College:	Physics	
Directly responsible to:	Shonah Ion, and the Head of the department of Physics	
Supervisory responsibility for:	Technicians within the quantum technology centre	
Other contacts:		
<p>Internal: Colleagues from across the Faculty of Science and Technology, with in the Quantum Technology Centre. Postgraduate students, post-doctoral researchers and university services, central administration, ISS and library.</p> <p>Externally: Colleagues in cognate groups in other institutions. Regional, national and international academic networks. UK research councils and other UK and EC funding agencies. Commercial partners.</p>		
Major Duties:		
<ul style="list-style-type: none"> • Responsible for the safe running and management of the cleanrooms within the Quantum Technology Centre, ensuring compliance with relevant health & safety requirements and guidance. • Champion a pro-active health and safety culture with a strong emphasis on collaboration • Providing high-level support to our research staff and postgraduate students. • Helping undertake research in the area of quantum technologies, leading to high-quality publications and outputs. • Understand consumers' requirements by liaising regularly with QTC academics/PIs and cleanroom users to ensure delivery of research requirements. Aim for continuous improvement to ensure excellent service provision. • Assist with business cases for major equipment purchases and corresponding procurement process, including management of tenders and supplier communications where required. • Carrying out risk assessments, updating COSHH information, producing written processes and procedures and generally provide a safe working, cleanroom environment. • Work with the wider Physics department staff to ensure all legal and statutory compliance is fulfilled • Be a member of the Physics Health and Safety Committee • Contributing to the supervision of projects, assessing and aiding in the development of new ones. • Carrying out routine maintenance of cleanroom processing tools and ancillary equipment. • Oversee the maintenance, repairs and refurbishment of infrastructure and/or equipment. • Build a strong rapport with the following key stakeholders (Estates team, external contractors, Physics Mechanical and Electrical workshops) to influence and negotiate on matters relating to technical services needed to ensure delivery of efficient operations. • Monitor and sustainably manage the cleanroom budgets using effective costing models for cost recovery from research grants/contracts. This requires liaising with a wide variety of University/Faculty/Departmental administrative staff. • Provide the QTC Director with regular updates on key cleanroom performance metrics, income and costs • Manage QTC technical staff through Personal Development Reviews (PDRs). Empowering and encourage them to take ownership of their own continued professional development. • Acquiring knowledge and understanding of Lancaster University and its resources, practices and systems by developing relationships with appropriate individuals and departments. • Undertake administrative and other duties as may be directed by the Head of the Physics Department. 		