### Role profile

<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Senior Technical Manager</th>
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<tr>
<td><strong>Job family</strong></td>
<td>Technical Services Level 5</td>
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<tr>
<td><strong>and level</strong></td>
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<tr>
<td>**School/ **</td>
<td>School of Biosciences</td>
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<tr>
<td><strong>Department</strong></td>
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<tr>
<td><strong>Location</strong></td>
<td>Sutton Bonington Campus</td>
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#### Purpose of role

To provide expert operational technical management direction, leadership, support and guidance to Technical Services staff supporting a range of teaching, research and commercial activities in our Food and Microbial Sciences Divisions.

The role holder will have recognised technical managerial expertise and knowledge in the areas where they lead and will have strategic management responsibility to develop and lead a comprehensive and often diverse technical service/team, comprising of School funded (and where appropriate research funded) TS staff to facilitate, support and underpin research and/or teaching activities.

This will include responsibility for managing critical and urgent issues, maintaining technical management procedures, monitoring budgets within their areas of responsibility, and deploying technical resources to deliver innovative technical solutions to challenges.

The role holder will be the main point of contact on all technical matters for their areas to academic staff, other staff, students and central services and will also be required to deputise on technical matters for the Head of Operations during their absence.

#### Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th><strong>% time per year</strong></th>
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<td>45%</td>
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<th><strong>1.</strong></th>
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<tr>
<td>• Provide direction, leadership, support and guidance to Technical Staff across a range of technical disciplines including supporting senior technical staff, workshop outputs, and technical specialists within the service structure.</td>
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<td>• Deliver service level KPI’s to focus on key areas for service delivery and maintain excellent provision of Technical Services.</td>
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<td>• Evaluate technical provision so that it provides a high-quality fit for purpose service.</td>
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<td>• Provide direction, leadership, support and guidance to staff and technical line managers within the service structure. To include ADC, management team meetings and staff welfare monitoring.</td>
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<td>• Manage technical training requirements and opportunities for mobility, to enhance technical skills and maximise development and progression opportunities for staff.</td>
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<td>• Lead projects and manage the implementation of recommendations, actions and activities.</td>
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2. • To assume responsibility for facilities management of key assets, including day-to-day responsibility for the infrastructure. To perform a leading supportive role in the management of infrastructure and technical alterations and developments, working in conjunction with the School, Faculty and University Estates Office as required.
   • Responsibility for regular monitoring, recording keeping and communication with Estates for the general upkeep and safety of the maintenance/security of building(s), plant and equipment.

3. • Manage allocated budget/resources effectively, ensuring pay and operational finances remains within the allocated budget, assessing and reporting for planning purposes on the future budgetary requirements of the service.
   • Working with the School Unit and/or Faculty Research and Knowledge Exchange Unit to develop, promote and manage the service to support initiatives for additional income generation.

4. • Make a leading contribution to the operational management of the Health and Safety for the technical service/function/facility.
   • Contribute to the management of the School/Unit as a whole through membership of appropriate committees.
   • Provide specialist technical advice and guidance to researchers and staff in support of the School/Unit Research Strategy and ambitions, particularly in respect of facilities and infrastructure requirements.

5. • Any other duties appropriate for the grade and role

**Person specification**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>Significant experience of working at a management level in a technical environment relevant to the role;</td>
<td>Training / Qualifications in Health &amp; Safety Management (e.g. IOSH);</td>
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<td>Ability to write technical specifications for capital/complex projects;</td>
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<td>Excellent time management/timely project delivery skills;</td>
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<td>Excellent communication skills and ability to liaise with external users (including those paying to use services), outside contractors and suppliers;</td>
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<td>High level of competence in using computer spreadsheets and databases O365 applications.</td>
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<tr>
<td>Knowledge and experience</td>
<td>Previous experience of working in a research/highly technical-specialised environment relevant to area of responsibility the role. Management and supervision experience of teams of technical staff. Prioritisation and allocation of technical workloads across different teams and groups. Experience of management of medium-large sized technical facility. Infrastructure and Facilities Management including refurbishments, alterations and small capital projects. Previous proven ability to work effectively with multidisciplinary teams. Management and understanding of budgets and financial resources.</td>
<td>Project Management experience</td>
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<tr>
<td>Qualifications, certification and training (relevant to role)</td>
<td>First degree or equivalent. plus significant experience in relevant technical management/supervisory role. Or Proven track record in technical management with extensive work experience in a relevant technical supervisory role.</td>
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<td>Statutory, legal or special requirements</td>
<td>Experience of being responsible for delivering effective safety management approaches / methods within a technical workplace, compliant with the Health &amp; Safety at Work Act.</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

- **Line manager**
  - **Head of Operations**

- **Role holder**
  - **Senior Technical Manager**

- **Key stakeholder relationships**
  - **Colleagues**
  - **Students**