Job title	Technical Manager (Dissection and Surgery)	Job family and level	Technical Services Level 4
School/ Department	Veterinary Medicine and Science	Location	Sutton Bonington Campus

Purpose of role

To manage the running of the veterinary dissection facilities and technical dissection staff within the team on a day-to-day basis providing specialist expertise and knowledge. Generating original ideas and innovative problem solving. To fully support the teaching activities of the School of Veterinary Medicine and Science by ensuring that practical classes are fully provided for through the provision of materials, advice and operational support.

	Main responsibilities	% time per year
1.	**Technical Team Management:** • Managing the ADC process for technicians within the support team. Formally setting and monitoring progress against individual goals. Ongoing informal and yearly formal reviews of staff. • Managing and directing the team of technical staff to support wider facilities and infrastructure. • Managing the day-to-day technical running of the dissection and surgery suites, managing the allocation of work and responsibilities to members of technical team. • Ensuring formal requests for support are responded to in a professional and timely manner by the team. Managing all personal issues, recruitment, training, development, disciplinary and motivational issues.	15%
2.	**Specialist Technical Advice:** • Provide specialist expertise and advice during practical classes to academic deliverers as necessary by demonstrating methods and providing advice on techniques, operating procedures and use of specialized equipment. • Utilise technical knowledge and experience to identify and harvest specimens specific to teaching requirements. • Provide training on specialist clinical equipment to both staff and students • Management of both the embalming and plastination facilities. • Act as an assessor for DOP's and OSPE assessments • Responsible for generating specific proposal technical details, justification, and costings. Identifying specific and realistic timescales when projects need to be implemented within the academic year and producing detailed plans to ensure works are completed within agreed lead times.	20%

3.	**Technical Teaching Requirements of the School:** • Provide input to support all School teaching requirements, supplying protocols and safety documentation, equipment and materials in liaison with academic staff and senior technical staff to provide efficiently run safe practical classes. • Manage the source of cadaver materials through liaison with third parties, maintaining trusted relationships and developing new ones • Implement instructions regarding expenditure relating to teaching requirements including procurement, control and monitoring of consumables and equipment associated with teaching • Acting as the main point of contact for academic staff with technical requirements for anatomy teaching. • Analyse and interpret submitted practical request forms and match against available resources • Identify deficiencies in resources and work with technical colleagues to address issues to ensure practical sessions run to the required quality standards. • Manage the dissection teaching data bases ensuring the school meet the needs for all accredited veterinary visits and ethics.	25%
4.	**Health and Safety Management:** • Management of Health and Safety in the performance of all duties by assessing the risk of the planned activity. Ensure staff and students are trained in techniques and the safe use of equipment to ensure compliance with relevant health and safety regulations. • Managing and implementing new safety policies in accordance with University and School guidelines. Communicating safety information to the safety committee, auditing and following-up to ensure compliance with current policies and statutory legal, health and safety requirements. • Liaising and communication with wider University key stakeholders to ensure key Faculty H&S requirements are understood and captured. • Manage the servicing and repair needs of school owned surgical equipment key assets including PAT, Air compressors, hoists and bandsaws etc, both within the school and clinical associate practices • Liaise with internal and external stakeholders to timetable surgical equipment movement between the school and associate practices to ensure that all teaching and clinical needs are met	25%
5.	**Day to Day Communication:** • Acting as the main point of contact with Estates on day-to-day infrastructure, building and security issues. • Monitoring progress on estates works requests relating to faults, breakdowns, and emergencies. Monitoring the response times to raised issues. • Dealing with issues raised within the faculty and ensuring suitable solutions are put in place in a timely manner. • Management of University approved contractors engaged in delivering facilities and infrastructure improvements	10%

6.	**Any Other duties appropriate for the role** • Deputise for the Head of Operations during periods of heavy workload or absence. • Attend committees, meetings and liaise with project groups when the Head of operations is not available.	5%

Person specification

	Essential	Desirable
Skills	- Ability to prioritise and manage own time & that of others to meet set deadlines. - Problem solving skills. - Excellent oral and written communication skills, including the ability to communicate with clarity on complex technical information to different audiences. - Ability to work accurately to maintain high standards, with the ability to work effectively under pressure. - Ability to build relationships and collaborate with others internally and externally	
Knowledge and experience	- Planning and organising skills required to manage projects, including the deployment of people and other resources - Experience and knowledge of sourcing and preparing resources for anatomy/dissection/surgery teaching. - Requirement to understand, conceptualise and interpret the technical and/or experimental requirements of staff and students - Understanding and experience of health and safety in teaching laboratories - The implementation of work related regulations, procedures, and an understanding of the implications of non-compliance on other staff and the University (e.g. Health and Safety).	- Embalming techniques - Experience of working with and managing sub-contractors. - Experience of working within a University environment - Operational leadership
Qualifications, certification and training (relevant to role)	Minimum of HNC or equivalent plus substantial work experience in a relevant role **OR** Proven track record with extensive work experience in a relevant technical or scientific role	- Veterinary, veterinary nursing or biological degree - RSci/ IEng or equivalent - Teaching qualification (ATP) - ILM - IOSH Heath and Safety
Statutory/Legal requirements	Satisfactory basic disclosure obtained from the Disclosure and Barring Service.	

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 — Senior Technical Manager

Role holder — Technical Manager

Key stakeholder relationships — Academic Staff | Colleagues | Students