

UNIVERSITY OF SUSSEX

Job Description for the post of: Technical & Administrative Supervisor

Department

Section / Unit /
School

Location

Grade 8

Responsible to Title of Line Manager

Responsible for Title of people reporting to this post holder

Purpose of the post - The management of the provision of an effective and efficient technical service within a large research project or a number of research projects, units or teams. Ensuring a safe environment for staff, students and visitors.

Key Responsibilities:

1	Planning, co-ordinating and operational management of the technical service to ensure that a reliable and sustainable service is available to meet the needs of the department.
2	Contribute to the development of department policy and quality standards for service and service level definitions.
3	Ensure the implementation of a safe working environment across the department, using good working practices inline with relevant local and legal requirements. Assist in the auditing of safety procedures, including preparation of risk or other safety assessments, and ensure that standard operating procedures are in place.
4	Carry out budgeting exercises and implement cost control measures, within area of responsibility, within policies laid down. Provide budgetary advice to management to support decision making. Order apparatus and materials where necessary.
5	Monitor and manage resources, plan and adapt the service to meet user needs within the Department. Assisting with the allocation of laboratory space.
6	Responsible for monitoring and completing maintenance schedules for department equipment, ensuring that equipment is functional at all times. Responsible for ensuring that all repairs are carried out and records are kept up to date. Identifying equipment that needs replacing and preparing specifications for purchase, in consultation with relevant user groups.
7	Attend department meetings and communicate with departmental or other University staff on departmental issues where appropriate.
8	Communicate advice, instruction, training and guidance to a range of staff and students in techniques and operation of particular equipment / apparatus as may be required.
9	Participate in specialist networks and undertake development activities in

	order to keep knowledge and skills up to date and relevant for subject specialism. Apply working knowledge of theory and practice, sharing this knowledge with others as appropriate.
10	Develop and liaise with a range of internal and external contacts, ensuring that relevant and timely information is provided, and establishing useful contacts for the future.
11	Participate in recruitment for technical staff within the department, and subsequently take responsibility for their induction, performance management and development, with regard to an identified area of specialism.
12	Support of students where appropriate.

This Job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date:

EXTRA FACTUAL DETAILS
DUTIES Specific to the role

This job description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to constant review in the light of the strategic development of the Department. The post holder may be asked to undertake such duties as may be properly delegated following discussion and consultation.

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The post holder will be expected to work independently although supervision will be available in the event of a problem. They will be expected to plan their own work programme, and to respond to requests for work in an organised and logical manner, responding to the strategic priorities of the Department. The post holder will be expected to contribute to the overall co-ordinated effort within the laboratory and to liaise with members of staff within the Department and visiting scientists at all levels.

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Person Specification for the post of: Technical & Administrative Supervisor

SKILLS / ABILITIES

	Essential	Desirable
Ability to lead and motivate others as part of a team.	X	
Ability to work independently and use initiative where appropriate.	X	
Demonstrable IT skills in Word, Excel, other databases, email, and internet.	X	
Competent in using highly specialised laboratory equipment including role specific	X	
Numerate & literate with excellent oral and written English communication skills.	X	
Excellent organisation and administrative skills with an ability to prioritise to meet set deadlines.	X	

KNOWLEDGE

	Essential	Desirable
Working knowledge of Health and Safety and its relevance to operational procedures e.g. risk assessments, safety procedures.	X	
Significant knowledge of role specific	X	
The technician is required to have sufficient knowledge and/or expertise to work on day to day issues in own area without direct or continuous reference to others.	X	

EXPERIENCE

	Essential	Desirable
A breadth and/or depth of experience in research methods and techniques in role specific	X	
Extensive experience of working within role specific environment.	X	
Experience of managing a team of 3 or more people on a permanent basis.	X	

QUALIFICATIONS

	Essential	Desirable
A degree level qualification, or equivalent qualification or experience, in a related subject.	X	
Level 6 NVQ or equivalent qualifications or experience at a similar level in a relevant subject	X	
Role specific qualification or equivalent experience	X	
Health & Safety qualification or equivalent work experience in a role that was responsible for Health & Safety matters in a laboratory environment.	X	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Proficiency to handle confidential matters appropriately and discreetly, and with due regard to the General Data Protection Regulations.	X	
Willing to act as a point of reference to others and demonstrate continuous specialist development, acquiring and refining skills and expertise in new or related areas.	X	
Dependable and reliable.	X	
Willing to coach and instruct other team members.	X	
Flexibility to work outside normal hours if required.	X	
Friendly and approachable	X	

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