



1 Advertisement

Job Title: Head of Technical Services

School/department: School of Life Sciences – Life and Health Sciences Technical Group

Hours: Full time (1 FTE)

Core working hours are 8:30am – 5pm, with expectation to work flexibly depending on business need and be on call in case of emergencies or call outs.

Contract: Permanent

Reference: 8251

Salary: starting at £53,353 to £61,823 per annum

Placed on: 18 October 2022.

Closing date: 05 December 2022. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: As soon as possible

This is a fantastic opportunity for a highly motivated, ambitious, experienced, hard-working individual to advance their career and move into a Head of Technical Services position. Supporting the Associate Director of Technical Operations, you will use your extensive technical management experience to provide strong leadership and strategic direction of the largest cohort of technicians in the University, within the Life and Health Sciences Technical Group.

You will manage the technical services teams in your area, a highly dedicated and skilled group of staff. You will ensure the delivery of high quality, consistent and flexible support to research, teaching and outreach activities across the Life and Health Science Schools. This challenging and varied role will require you to have a solid knowledge of technical management in life and health sciences, be able to think strategically without losing sight of the details, be highly organised with a positive strategic focus.

The role will call for change and project management experience, higher interpersonal skills, and a dedication to providing excellent customer service and dedication to compliance and health & safety. You will be expected to be involved with key institutional initiatives such as the Technician Commitment and infrastructure/building projects such as the Life Sciences Estates Project.

Please contact Robert Fowler R.E.Fowler@sussex.ac.uk for informal enquiries.

Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/lifesci/>

3. Job Description

Job Description for the post of: **Head of Technical Services**

Department:	Technical Services
Section/Unit/School:	School of Life Sciences – Life and Health Sciences Technical Group
Location:	School of Life Sciences
Grade:	G9
Responsible to:	The Associate Director of Technical Operations, and to ensure an effective partnership between the academic and the professional services, there will be a “dotted reporting line” to the Head of School of Life Sciences.
Responsible for:	Professional lead for all technical staff within the Life and Health Sciences Technical Group, and day-to-day line management of 8 staff (7 at G8 and 1 at G7) who, in turn, manage all core funded Technical staff (c. 40 FTE) across the Life and Health Sciences Technical Group, alongside responsibility for managing a budget of c. £1.5M comprising pay and non-pay budgets in the School of Life Sciences.
Key working relationships:	Associate Director of Technical Operations; Head of School; Deputy Heads of School; Technical and Academic staff, including Principal Investigators, Heads of Professional Service, School Management Team; Health & Safety staff; Sussex Estates and Facilities, Finance and Procurement.

MAIN AREAS OF RESPONSIBILITY AND OVERALL AIMS:

1. Provide leadership, shape and deliver a high-quality technical support service to meet the teaching and research objectives of the Life and Health Sciences Group. To include overarching responsibility for some School Technical Hub facilities.
2. Working closely with the Associate Director, ensure that the School is at the forefront of sector best practice in its technical services provision and functions.
3. In conjunction with the Head of School and Associate Director, keep under review the School’s technical services frameworks to ensure they are fit for purpose and compliant with regulations.

4. Support the Associate Director in the development of all technical staff and engagement of the University with national initiatives linked to the Technician Commitment, Apprenticeship Schemes etc.
5. Deputise for the Associate Director as and when required
6. Working closely with the Associate Director, ensure there are effective and appropriate systems in place for the management of H&S at a local level within the Life Sciences and Health technical group.
7. Support the Associate Director in delivery of any changes required to optimise the core technical support services within the Life and Health Sciences Group, in support of teaching and research.
8. Play a leading role in planning, and the local management of, the relocation of staff and equipment for plans associated with the Education and Research Investment Fund
9. Ensure the School achieves VFM for all procurement of equipment and consumables linked to the core business activities of teaching and research.
10. Ensure effective management of all budgets and strategic financial planning, with regard to all aspects of the core technical support service within the School.
11. Responsible for ensuring there are appropriate and robust IT systems/programmes in place to support core technical systems (e.g. freezer monitoring, stores packages, asset management, practical teaching sessions)

SPECIFIC DUTIES

1. Management of School Technical Staff

- Working closely with the Associate Director, lead, manage, support and develop a flexible team of technical staff within the Life and Health Sciences technical group who support all aspects of teaching and research. Responsible for recruitment, probation, mentoring, training, appraisal, performance review and staff development.
- Demonstrate strong and positive leadership to all staff within the School, setting and ensuring delivery of high standards of work
- Ensure that all technical staff are properly trained and have personal development plans and that training and appraisal records are up-to-date.
- Manage the day-to-day operations of the technical services, ensuring that service delivery is fit for purpose and meets the business needs of the School
- Develop close working relationships with Associate Director, academic and professional services staff to obtain feedback and facilitate effective service delivery.

2. Health and Safety

- Working with Associate Director and senior staff in the School and University to review the approach to health and safety at a local level, in order to achieve the highest standards of performance, and compliance with all relevant legislation and licensing requirements; for example Radiation Protection and the Human Tissue Authority, that apply to the Life and Health Sciences technical group.
- Ensure that the highest standard of health and safety performance and compliance is maintained in areas of technical service responsibility.
- Ensure environmental impact of new equipment and core business activities is effectively considered and managed.

3. Financial and resource management

- In collaboration with Associate Director, represent schools in the Life and Health Sciences technical group interests for any building and/or refurbishment projects with a laboratory or technical nature
- Work closely with Procurement manage the procurement of significant equipment purchases and ensure full compliance with current Financial Rules and Regulations.
- Ensure there is a robust model in place for effective costing, pricing, recharging and budget management of laboratory activities, including existing and future Technology Hub facilities.

4. Procurement and Maintenance of Equipment

- Support senior technical staff to ensure procurement of new equipment for teaching labs is managed effectively.
- Ensure the Life and Health Sciences technical group achieves best value for money for all aspects of procurement.
- Ensure that assets are properly registered and maintained.
- Establish and maintain effective systems for the review and disposal of redundant equipment and chemicals

5. Buildings and space planning

- Play a key part in preparing for and managing space across the Schools in the Life and Health Sciences technical group.
- Lead on, and manage, the effective use of Life Science School premises and space. Represent the interests of the Life Science School in negotiations with incoming / outgoing members of Faculty with regard to space, equipment and transfer of chemicals/Biological materials etc. between institutions. Support and direct Senior Technical Managers in managing the space of other schools in the Life and Health Sciences technical group.
- Working closely with the Associate Director and Estates/third party providers, ensure that the buildings and fabric occupied by the School are kept in a good state of repair and that any repairs and modifications are carried out in a timely and satisfactory manner.
- Make a significant contribution to the forward planning needs of the Life Science School including support for new degrees courses and technical support for developing areas of research.
- Following agreement with University Estates, ensure that University regulations are being met when contractors are engaged to work in the School on maintenance or other activities.

Committee Memberships (Indicative List)

Life Science School Management Group
Life Science School Executive Group
University Safety Committee
Life Science School Health, Safety and Environment Groups
Life Science School Research Strategy Groups
University Ethics Committee (member and reviewer)
Other Life and Health Science School group SMT meetings, when required
Others to be determined such as project boards/work streams.

Other Duties

Any other duties as determined by the Associate Director commensurate with the grade of the post and experience/expertise of the post holder. The post holder will act as the formal deputy for Associate Director as and when required

5. PERSON SPECIFICATION

Selection criteria	Essential	Desirable
Qualifications		
A degree in a science subject or equivalent professional qualification (RSciTec) or experience in similar role	X	
An appropriate professional safety qualification e.g. General NEBOSH certificate or equivalent		X
At least 5 years' experience leading a diverse technical team, preferably within the HE/FE sector	X	
Skills and Abilities		
An articulate and confident communicator, with strong interpersonal skills	X	
Ability to lead and manage in a complex scientific technical context	X	
Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing employees in a range of roles	X	
An inclusive team worker who can foster partnerships, work collaboratively across areas and achieve performance and results through others	X	
Ability to develop and maintain relationships within the School, University and external partners	X	
Personally committed to the delivery of high-quality, results based services	X	
Knowledge and Experience		
Substantial knowledge of scientific technical services compliance and regulations	X	
Successful experience of managing a technical services provision	X	
Experience of project management		X
Experience of change management in a relevant context	X	
Highly developed management skills in a relevant context	X	
Health and safety management	X	
Experience of space and resources management	X	
Will be a member of a relevant professional body, IST for example.		X