

## **MPS Technician Policy**

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MPS has a number of technicians in various roles who are responsible for providing a high quality technical service to the school, supporting both teaching and research and occasionally a range of wider activities including H&S, outreach, building maintenance, operation and maintenance of specialist equipment, and any other services which the school determines to be necessary.

This service is managed by the Technical and Administrative Supervisor, currently Dr. Cassandra Churchwell, who's role includes the line-management of all technicians in MPS, the strategic planning around technical resources for the school, and all other activities related to technicians, technical resources and equipment.

Most technician roles are under-written by the school, meaning that the school directly employs these technicians who are then available to the people in the school as required. This is particularly true for the teaching lab support technicians where there is no other possible funding stream. Other roles are mixed in nature, and while the school still officially employs these technicians, they may be partially or wholly funded through research grants for specific projects. Finally, there are people who are fully funded through research grants and are employed for specific projects. These roles are often fixed term in nature.

Within MPS, all technicians will be formally line-managed by the technical and administrative supervisor. This includes managing leave, dealing with appraisals, overseeing career development and training, and any other formal personnel management tasks. However, day-to-day activities will typically be managed by others, particularly in the case of research funded roles where the research requirements are the key performance indicators and where the researchers are paying for a specific service.

In cases where a research group has partially or fully funded a technician, the group should expect to be able to direct the relevant technician in line with this funding. The research group will then have control of the day to day activities and it is only the formal line-management aspects which will be managed by the technical and administrative supervisor. Depending on the form of such external funding the technician time may be recharged on a monthly basis for the hours provided. In cases where a specific grant has employed a technician who may need to be deployed elsewhere or utilized as a shared resource for the school, alternative provision will be found.

The school will always endeavour to provide permanent positions where possible and existing technicians will be utilized rather than employing fixed term people if at all possible. The technical and administrative supervisor must be consulted prior to advertising for any technical role and should normally be involved with the selection and recruitment of any technicians – including for fixed term research specialist positions.