**TEMPLATE ROLE DESCRIPTOR**

**JOB DESCRIPTION – Job Ref XXXXX**

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| **Job Title and Grade:** | **Technical Manager /Specialist Technician (Grade 7)** |
| **Contract:**  |  |
| **Hours:**  |  |
| **Salary:**  |  |
| **Department/Section**  |  |
| **Responsible to:** |  |
| **Reports on a day-to-day basis to:**  |  |

**Key responsibilities of the post**

* Being a recognised technical expert, supporting the University mission of excellence in education and research
* Direct line management of staff and budget responsibility, together with planning and oversight of work delivery over longer time scales
* In addition to the above, or in some cases instead of it, post holders may operate as a technical expert in a broad range of different contexts, support research or teaching activity through specialist support

**Duties of the post**

**COMMUNICATIONS**

* Understanding and conveying information in a clear and accurate way to a variety of audiences, using appropriate methods according to the audience; this may include complex conceptual, technical or specialist information. Responsibilities may include [EXAMPLES]:
* Being responsible for communicating with team members in a management capacity
* Being responsible for communication about a particular technical/specialist area of expertise
* Supervising and training others in the use of equipment or techniques
* Supporting the teaching and learning activities of students on specific tasks, issues or activities, providing feedback where appropriate, and drawing on own experience to creatively challenge and encourage development of intellectual reasoning
* Design content, modifying where appropriate to reflect learners’ individual needs, knowledge and experience
* Communicating constructively and effectively with colleagues, proactively encouraging a flexible and co-operative approach

**RESOURCES**

* Generally working independently, responding to a variety of requests from staff and students, in a timely and proactive manner, exploring customer requirements through effective questions
* Delivering a quality service, using initiative
* Managing resources, including (EXAMPLES):
* Stock management, procurement of resources over the long term
* Supervising other staff, allocating work duties
* Ensuring maintenance of a safe and effective working environment
* Monitoring budgets and financial management, maintenance of records
* Ensuring the security and proper functioning of infrastructure (buildings, machinery, equipment, services etc. in own work area
* Arranging repairs work to infrastructure to carried out to the required standard, taking remedial measures
* Assessing the demands of students and staff, proactively seeking to understand requirements to deliver optimal results
* Effective management of time and using initiative to decide own priorities and assist others in the team to meet own objectives, over short to medium term
* Involvement in decision-making both independently and in groups, together with advising and contributing to the decisions of others, who may be at a higher grade
* Contributing towards the development of an effective team and effective relationships with other colleagues and students, on an ongoing basis. This may include supporting team members to deal with difficult situations, and identifying sources of appropriate or professional support

**PROBLEM SOLVING**

* Analysing data, in order to complete tasks accurately and on time, using standard, pre-existing procedures
* Using initiative, creativity and a logical approach to find practical solutions to situations and challenges, some of which may be complex and involve significant and/or conflicting information or data, and where there may be a range of solutions

**ENVIRONMENT**

* Awareness of, and adherence to, health and safety requirements, with a proactive approach to identification or risk and instigating suitable control
* Controlling workplace practices to ensure a safe working environment

**KNOWLEDGE AND EXPERIENCE**

* Application of broad/deep technical knowledge and experience in (insert detail) areas
* Sharing knowledge with others, both staff and students, and acting as subject specialist in particular identified areas
* Ongoing maintenance of existing skills and acquisition of new knowledge; ongoing professional development for self and team members where appropriate

**[FOR TECHNICAL SPECIALIST ROLES]**

* Acting as recognised technical expert, drawing on substantial experience in relevant fields and having evidence of external reputation in this respect
* Contributing innovative solutions to problems through technical specialist knowledge
* Contributing to the development of research or education activities through the use of detailed and deep technical knowledge
* Having responsibility for the organisation and deployment of advanced technical or scientific work requiring specialist skills or knowledge
* Detailed input into quantitative or qualitative analysis of data

Any other duties as may be assigned from time to time by the Head of Department or their nominee

**Terms of appointment:**

For a full description of the terms of appointment for this post please visit:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

**PERSON SPECIFICATION**

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| --- |
| **JOB TITLE: Technical Manager /Specialist Technician (Grade 7)** |

**Qualifications /Training**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * First degree in a relevant subject, or equivalent experience
 |[x] [ ]
| * BTEC (Higher) or equivalent experience
 |[ ] [x]
| * Professional technical accreditation status
 |[ ] [x]

**Experience/Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Experience of working at a management level in a technical environment
 |[x] [ ]
| * Experience of working at a management level in an academic environment
 |[ ] [x]
| * Knowledge of research requirements in a technical environment
 |[x] [ ]
| * Detailed understanding and management of Health and Safety requirements at the departmental level
 |[x] [ ]
| * Experience of managing a team effectively
 |[x] [ ]
| * Working knowledge of relevant Health and Safety Legislation (OPTIONAL: and environmental legislation)
 |[x] [ ]

**Skills/Abilities**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Supervision skills
 |[x] [ ]
| * Ability to plan and organise own and others’ work
 |[x] [ ]
| * Financial monitoring skills
 |[x] [ ]
| * Well-developed analytical and problem-solving skills
 |[x] [ ]
| * Ability to understand and interpret requirements, of both students and staff
 |[x] [ ]
| * Influencing and negotiating skills
 |[x] [ ]
| * Excellent IT and communication skills
 |[x] [ ]
| * Excellent interpersonal skills
 |[x] [ ]

**Other**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Ability to meet the requirements of UK ‘right to work’ legislation\*
 |[x] [ ]
| * A strong commitment to the University’s values and mission to deliver excellence in both education and research
 |[x] [ ]
| * A strong commitment to self-initiated and ongoing personal development
 |[x] [ ]