

Candidate Information

Position: Technical Manager
School/Department: School of Natural and Built Environment
Reference: 25/112500
Closing Date: Monday 5 May 2025
Salary: £39,922 - £47,631 per annum
Anticipated Interview Date: Monday 26 May 2025
Duration: Permanent

JOB PURPOSE:

The Technical Manager appointed to the School of Natural and Built Environment will be accountable for key tasks including, but not limited to; Health and Safety management, leadership of the technical team, provision of specialist technical services in the general field of Electronics, and the delivery of a broad range of technical activities to enable and enhance the Teaching and Research agenda, across the school.

MAJOR DUTIES:

1. Management and leadership of the technical team including assisting with the future proofing of technical support services for the school based on the skills needed to support future changes in teaching and research.
2. Responsible for Health and Safety (H&S) in the School for both staff, students and visitors, and all operational protocols for the School laboratories, workshops and studios with overall oversight of H&S within the School estate, working directly with Safety Services to ensure that all legislative and University requirements are met.
3. Chair the School's H&S Committee.
4. Advise and assist academic/technical staff on the construction, development, testing and any other relevant process relating to apparatus and equipment used for research/teaching purposes.
5. Participate in the planning and continuing development of the School's research programme, teaching or service provision, ensuring there is a continual review of working methods and practices.
6. As a role model, manage, supervise and develop technical staff in the School to deliver specific goals and objectives. Including allocating responsibilities to technical staff to meet planned objectives, requirements and deadlines and follow up to ensure effective performance, including PDR.
7. Oversee an effective maintenance, security and safety programme for all technical areas and plant, ensuring that all facility management arrangements are robust and compliant and all legislative and University requirements are met.
8. Maintain appropriate records of equipment, materials, stocks and ensure all documentation is maintained for audit purposes (e.g. safety checks, service reports, protocols, COSHH risk assessments etc).
9. Provide specialist technical services in Electronics and or Electrical Technology and the delivery of a broad range of aligned activities to enable and enhance the teaching and research agenda across the school.
10. Design and manufacture complex electronic apparatus/equipment according to agreed specifications for teaching, research and related purposes.
11. Diagnose, modify and rectify faults within workshop, laboratory and fieldwork equipment and procedures, including electronic, electrical, mechanical, hydraulic and environmental issues.
12. Develop an understanding of software used to control sophisticated measuring devices used to set up and conduct research investigation. Manage equipment for measuring and data logging and manufacture all necessary connection required for a combination of measurement system.
13. Design and build hardware and software for data capture. Assist with the calibration and acquisition of test data within the laboratory or on a field test site and interpret results and compile commissioning reports on all new equipment.
14. Provide consultation and advice on specialist activities such as strain gauge applications, computer vision measurements and the use of LDA and PIV systems to all School staff and their collaborators.

15. Ensure high standards are maintained in the quality of work produced across the technician pool, and in the efficient operation of equipment and machinery to meet School needs.
16. Plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts to meet targets and deadlines agreed through Head of School or nominee.
17. Contribute information about equipment requirements to meet the needs of research and teaching in the School.
18. Maintain up to date schedules identifying; Fire Officers, Fire Wardens and First Aiders and coordinate the honorary payments to same.
19. Provision of relevant technical management information and or records to Head of School, Deputy Head of School, School Manager or School Committees as required.
20. Carry out any other duties, which are appropriate to the post, and may be reasonably requested by the Line Manager.

ESSENTIAL CRITERIA:

1. Academic or vocational qualifications (HNC/HND or higher eg NVQ, degree or equivalent standard) in Electronics Engineering or similar discipline.
2. 5 years recent relevant work experience to include:
 - Supervision of relevant Engineering Workshops and equipment or equivalent related experience.
 - Demonstrable staff management experience.
 - Experience in planning and delivering the provision of training to students or similar.
3. Comprehensive technical knowledge and experience in electronics / measurement systems. Evidence of a comprehensive understanding and application of relevant regulations and procedures including Health and Safety requirements.
4. Demonstrable skills in managing information/budgets/resources.
5. Excellent organisational and interpersonal skills.
6. Exemplary oral and written communication skills.
7. Ability to interact effectively with staff across the Institution.
8. Demonstrate clear team leadership skills.
9. Demonstrate the ability to train and supervise staff, students and laboratory users in use of equipment and techniques in area a relevant area of expertise.
10. Demonstrate logical reasoning and problem-solving skills.
11. Willingness to learn, teach and maintain new methodologies.
12. Self-motivated and industrious.
13. Must be willing to take both a hands-on and a supervisory role.
14. Occasional work outside normal hours as required.

DESIRABLE CRITERIA:

1. A degree or postgraduate certificate in a relevant discipline.
2. A relevant Health and Safety qualification e.g. NEBOSH.
3. Evidence of Continuous Professional Development.
4. Recent experience of working within a Higher Education setting.
5. Ability to plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts to meet targets and deadlines.
6. Experience of procurement and financial management procedures in a large organisation.
7. Experience in presenting ideas and information to forums, senior audiences, and peer groups.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to: Patrick Gleeson at p.gleeson@qub.ac.uk