

Technical Supervisor - Materials

Job Ref: REQ180852

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Wolfson School of Mechanical, Electrical and Manufacturing Engineering is one of the UK's largest engineering schools. It is home to around 250 academic and research staff, 92 professional staff, 1,620 undergraduate students, 180 post graduate MSc students and 215 research students.

As a part of the School's Professional Support Staff Team, this Technical Supervisor role is responsible for the Materials, Thermofluids and Metrology technicians and laboratories and has a wide Health and Safety Role within the School. Working with a team of highly skilled specialist technicians, the Technical Supervisor (Materials) will be an expert in their field and responsible for ensuring that the School's Materials, Metallurgy/Metrology and Thermofluids laboratory facilities are run safely, efficiently, effectively and are fit-for-purpose.

Job Description

Job Grade: Technical Services Grade 6

Job Purpose

Reporting to the Technical Resource Manager. You will be responsible for the provision, leadership and management of the School's technical staff in delivering a complete technical service supporting teaching and research activities throughout the school in your areas of Materials, Metrology and Thermofluids. You will be one of the main points of contact for health and safety issues within the School supporting both academic and technical staff and over time further develop this side of your role.

Job Duties

- To take overall supervisory responsibility for three key teaching areas and develop those areas with view of succession planning and area development. The areas being Materials, Metrology and Thermofluids.
- To engage with the arrangement and set-up of teaching laboratories. To provide full cover in teaching areas where additional or replacement cover is required, and to encourage all technical staff who directly report to take a flexible approach to their activities.
- To oversee best practice and compliance with statutory Health, Safety and Environmental legislation and University operational procedures and codes of practice including Risk Assessments, COSHH etc. and to carry out periodic audits to ensure the University and legislative requirements are being met.
- Support the Technical Resource Manager in the recruitment process for Technical Staff, create and develop job descriptions and person specifications. Carry out shortlisting, interviews and selection of technical posts.
- Take ownership of the school technician training matrix and create area or team matrices. Develop training plans for the technical staff, identify providers if not available in-house.
- Using a high degree of technical expertise to provide technical instruction/training, supervision and demonstration within the Materials and Metrology/Metallurgy laboratories. These activities will include using

and managing experimental equipment and apparatus, especially those devices that are not commercially available.

- Working with and providing expert advice on sample preparation and testing techniques to the School's Academics and Researchers to further research programmes.
- Provide supervision of any future apprentice associated with this area.
- Ensure that a safe working environment is maintained at all times, maintaining compliance to the Health and Safety at Work regulations (HASAW 1974) and local legislation, following work procedures and maintaining associated documentation.
- Review and Maintaining Safety Documentation, including general risk assessments and CoSHH Assessments, using the University's electronic system, to include conducting new assessments as required within areas of responsibility.
- Carry out Risk Assessments for teaching sessions and review and authorise project student risk assessments.
- Carry out CoSHH assessments and maintain area specific records.
- Adhering to the control of hazardous substances, including correct disposal processes, in line with University guidelines.
- Assist with the design, manufacture & modification of prototype equipment.
- Visiting external test facilities/customers/industrial sponsors, as required, for the provision of field support.
- To participate in the School's succession planning arrangements by developing skills and knowledge to provide support in other areas.

Wider Activities and Functions

- To ensure that a safe working environment is maintained at all times through compliance with Health and Safety at Work legislation and the University's operational procedures.
- To assist with technical duties in any of the Wolfson supported facility, if required or requested by the Technical Resources Manager, due to variations in business needs, staff shortages or re-organisation.
- Engage with wider University activities and incorporate new practices into school plans change management teams, West Park development teams.
- To monitor budgets, ensuring funds are used wisely and within University Financial purchasing policy.
- To monitor allocated areas flexi time sheets, to ensure effective and efficient use of resource is being carried out, with the minimum of flexible working time being accrued.
- Assist with the development and manage apprentice training plans, to assist in the provision of training. Liaise with the college and assessor as required.
- To take responsibility for the maintenance of plant and machinery in your areas to ensure a clean and safe working environment whilst using machinery, tools, equipment and materials. Carrying out the regular testing and fault diagnosis of the equipment, ensuring portable appliance testing (PAT), to ensure maximum OEE (Overall Equipment Efficiency) is achieved.
- To support the activities of the laboratory areas through adopting a group focused approach and undertake shadowing and training within other lab areas, to enable support of both undergraduate projects and postgraduate research activities in these areas.

- To undertake responsibility for the Health, Safety and Welfare of all staff and students entering or using the Materials testing, Metrology/Metallurgy and Thermofluids Laboratory through the use of correct PPE and the appropriate use of equipment, in compliance with Health and Safety at Work regulations and the University's operational procedures.

Behavioural Expectations

- To show and maintain an active approach to CPD (Continual Professional Development). Participate fully in the School's PDR (Performance and Development Review) Scheme, identifying and agreeing developmental opportunities for personal and professional development and in response to changing needs within the School.
- To work towards achieving ILM level 3 qualification.
- To support technical staff; to develop broader skills to deliver taught/ supervised sessions throughout the school and campus wide satellite facilities supported by the Wolfson School thus supplementing the School's succession plan.
- To fully engage with School life, by planning and participating in open days, visit days and outreach activities. Participation will include but not be restricted to, the setting up & dismantling of events, giving demonstrations and act as a Wolfson School ambassador giving help and guidance as required.
- Portray a positive "can do" "make it happen" attitude to enable students to achieve their goals and the school achieve its ambitions.
- A flexible approach to working hours is required due to the occasional evening and open day weekend working requirements of the position.

Performance Measures

Performance measures will be used to ensure delivery and performance are maintained. The PDR process will outline specific measures; however, the following examples could be used in the first instance.

- To complete Health and Safety, COSHH & House Keeping Audits throughout the Wolfson School. Ensure actions are completed and any formal reports completed. Maintain a record of audits and future planning.
- To ensure facility availability. (Opening hours, planned maintenance, breakdown management)
- Maximise machine and equipment availability. (Planned Maintenance, breakdown management)
- Aim to achieve positive Student Feedback scores (Student feedback from taught sessions, project sessions)
- The on-going development of learning material and learning tasks.
- Continual Personal Development (Expectation of 5 days per year as a minimum)
- Budget control and purchase performance (Value for Money)
- Ongoing planned development of each specific area. (Learning, Equipment, Process)
- Efficient use of flexible working within the areas of responsibility.
- Skills development, Multi-functional ability (Target to achieve three key functional areas)

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

Laboratories are located in both the Wolfson School. Due to the specialist nature of this position, there is a large proportion of autonomy in performing this role and therefore significant self-management will need to be demonstrated.

The lab areas remain open and appropriately staffed until 6pm to accommodate timetabled classes and during project periods to support students effectively.

There may be opportunities for accompanying students on industrial visits, however this is not a primary job function, therefore will be by volunteering only.

The Wolfson School has vehicles used to transport equipment across campus; therefore, volunteering to become a registered driver will be welcomed.

Due to the nature of the job, there may be a requirement to be called upon outside normal working hours if an emergency situation occurs.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to: Technical Resources Manager

Responsible for: 3 Technical Areas / Covering for other Laboratory Supervisors
4 Technical Staff

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Extensive laboratory experience using analytical equipment.	1,3
	Extensive materials testing experience including sample preparation, NDT, microscopy and metrology.	2
	Substantial experience of working in an engineering/laboratory research environment.	1,3
	Experience of working in materials testing and/or metrology/metallurgy laboratories including creating operating procedures and test methods	1,2
	Experience of having designed and delivered substantial teaching sessions in an engineering/laboratory environment.	1,3
	Proven track record of managing / supervising a skilled technical workforce, preferably in a Higher Education / Research institution	1,3
	Proven track record of maintaining health and safety records including, COSHH, the preparation of risk assessment and audit reviews.	1,3
Skills and abilities	Highly professional at all times with the ability to lead and gain buy-in from colleagues.	1,3
	A natural communicator with a passion for explaining complex ideas and procedures to others.	2
	Demonstrable multi-disciplinary abilities and flexible practical skills.	1,2,3
	A fast learner with the desire to enhance own personal skills set and knowledge base within the Wolfson school laboratory and workshop areas.	1, 3
	Ability to work independently applying own initiative, with minimal supervision.	1,3
	Ability to work as part of a team with excellent interpersonal skills.	1,3
	High level of flexibility and dependability. Demonstrating a “can do” attitude	1,3
	Ability to work with efficiency and accuracy whilst prioritizing workload to meet deadlines.	1,3
	High level of computer-based skills including use of MS Office, Outlook, Excel etc and the ability to quickly learn bespoke software packages e.g. Instron, Bluehill software	1,3
	Proven knowledge and a working understanding of current Health, Safety and Environmental legislation.	1,3
Training	Evidence of Continual Professional Development (CPD) together with a willingness to undertake training as appropriate and to adopt new procedures in line with the changing needs of the business.	3

Qualifications	Qualified in an appropriate science based or engineering subject, for example BSc/BEng, advanced C&G or BTEC Higher National Certificate / Diploma.	1
Other	Commitment to observing Health & Safety regulations and the University's Equal Opportunities policy at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working in a University Lab, tool room, manufacturing or research and development workshop.	1,3
	Previous experience working with students and / or researchers.	1,3
	Served a recognized Materials / Scientific / Engineering apprenticeship	1,3
Skills and abilities	Proven ability to apply engineering principals to design and create working drawings, specifications, operating procedures	1,3
	Proven understanding of metrological equipment	1,3
	NEBOSH or IOSH Managing Safely certificate.	1,3
	Experience in the use of a full range of conventional materials testing equipment.	1,3
	High level of competence in IT skills and Internet usage	1,3
	Qualifications	Degree in an Engineering or related science based subject.
	ILM level 3 qualification	1
	Training or teaching qualification.	1

Conditions of Service

The position is **full time** and **open ended**. Salary will be on **Technical Services** Grade 6, £30,395 - £39,609 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 6 and above staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **28 October 2018**.