

**THE UNIVERSITY OF MANCHESTER**

**PARTICULARS OF APPOINTMENT**

**FACULTY OF SCIENCE & ENGINEERING**

**FACULTY OFFICE SCIENCE & ENGINEERING**

**FSE TECHNICAL SERVICES**

**TECHNICAL TEACHING SPECIALIST (CHEMISTRY)**

**VACANCY REF: SAE-030864**

<b>Salary:</b>	Grade 6 £37,694 to £46,049 per annum, depending on relevant experience
<b>Hours:</b>	Full time
<b>Duration:</b>	Permanent
<b>Location:</b>	Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

Name: Martin Coram (Technical Operations Manager)

Email: [martin.coram@manchester.ac.uk](mailto:martin.coram@manchester.ac.uk)

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**Overall, Purpose of the Job**

The University of Manchester ([www.manchester.ac.uk](http://www.manchester.ac.uk)) is one of the largest single-site universities in the UK, with one of the biggest student communities. In total, 25 Nobel Prize winners have worked or studied here and 93% of our research was ranked as 'world-leading' or 'internationally excellent' by the Research Excellence Framework in 2021. Furthermore more than nine out of ten of our recent graduates go straight into employment or continued studies. The Faculty of Science and Engineering (FSE) comprises two multi-discipline Schools; the School of Engineering and the School of Natural Sciences, each led by a Head of School and Head of School Operations. The School of Engineering is made up of five academic departments and the School of Natural Sciences is made up of five academic departments. For more information please visit <https://www.se.manchester.ac.uk/>.

We are seeking an enthusiastic and proactive Teaching Technical Specialist (Chemistry) to join our dynamic technical operations team, which strives to provide a sector leading technical support for FSE and the wider University. With a commitment to customer service excellence and a passion for science and engineering, the Teaching Technical Specialist (Chemistry) will provide

an agile technical support service to staff and students to support teaching, research and professional services. FSE's research and teaching quality is recognised globally; this is an exciting opportunity to join us in Manchester and contribute to the provision of a sector leading technical service. The post holder will:

- Manage and coordinate technical support for teaching related to your specific discipline.
- Manage all discipline related teaching space and all associated equipment ensuring that all H&S obligations are met and up to date.
- Work closely with other discipline technical leads to form a Teaching Technical Specialist team to coordinate, support one another and share best practice for technical teaching support across the faculty.
- Work closely with the academic lead for the chemistry teaching labs to ensure all classes are suitably resourced.
- Work closely with timetabling to ensure classes are suitably timetabled and resourced.
- Work directly with Department Head of Education and laboratory tutors to advise on experiment design and the technical resource required for its delivery.
- Maximise the utilisation of teaching technical spaces across the faculty.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Equipment & Operations**

- Provide specialist technical input and make recommendations which influence the direction of teaching operations in your area of specialism.
- Be responsible for the provision of an excellent service, proactively scan the wider environment for changes which may impact on delivery of service and use intelligence gathered to inform operation and planning processes.
- Be responsible for setting up of and delivery of laboratory classes within your discipline area.
- Contribute detailed professional scientific/engineering expertise through highly developed specialist knowledge and skills in a specific field.
- Provide high quality and reliable advice, guidance and training to a range of staff, students, visitors and external customers on your specific area of expertise.
- Proactively and freely contribute creative and innovative solutions.
- Apply professional expertise to collect, interpret, evaluate and present data in support of teaching support planning purposes.
- Take ownership for the continuous improvement in your own knowledge, experience and expertise, while freely sharing your knowledge and training others in your area(s) of expertise.
- Develop strong and effective working relationships with colleagues across the University and at all levels of the organisations.
- Contribute to short, medium and long term planning in order to continuously improve FSE's technical operations.
- Manage a delegated budget.
- Be responsive, agile and flexible based on service need across FSE i.e. learn new techniques and/or support other areas in the Faculty should the need arise.

- Be an active and enthusiastic member of the FSE technical operations community.
- Champion a culture of continuous improvement, collaboration, consistency and innovation; and actively engage with change initiatives, leading on specific activities as appropriate.

### **Leadership & Management**

- Line manage, supervise, motivate and develop technical staff where required.

### **Governance & Compliance**

- Manage and take responsibility for all aspects of health and safety in the workplace within your area of specialism to ensure that the University continues to meet its legislative requirements.
- Liaise with all colleagues and safety advisors to ensure that all equipment is maintained and operated in compliance with the latest regulations e.g. PUWER, PSSR, etc. Maintain up to date knowledge of all relevant legislation.
- Act in accordance with and promote university policies, procedures and requirements at all times, in particular those relating to health and safety; procurement; finance; equality, diversity and inclusion; and information governance
- Make a difference to the life and future of our region by embedding the University's social responsibility goals within the day to day operations of the team
- Maintain a commitment to equality, diversity and inclusion
- Maintain a strong awareness of the Faculty's strategy to deliver world-class research and teaching performance as well as an understanding of how your area of work directly supports the vision and goals of the University.

### **Key Relationships**

The role requires excellent communication skills in order to build and maintain effective collaborative relationships between all stakeholders in the Faculty of Science & Engineering and the wider University. Key relationships include:

Internal: FSE Senior Management (e.g. Heads of Research Infrastructure & Facilities, Technical Operations Managers), the wider FSE Technical Operations Team, Professional Staff (PS) colleagues, apprentices, line manager, academic staff (research and teaching), health & safety advisors and the associated committee members, FSE and University Estates and Facilities, University IT Services, students and any other relevant staff from across the University.

External: Equipment and consumable vendors, external contractors, service engineers, visitors, professional bodies and external organisations.

## **PERSON SPECIFICATION**

### **Qualifications**

- A qualification in a chemistry related subject area e.g. degree, HND, HNC or extensive work experience in a relevant technical, engineering or scientific role.

### **Essential**

- Experience of coordinating and delivering teaching provision in a Higher Education environment.
- A strong and comprehensive technical and theoretical knowledge and understanding of the relevant field.
- Ability to apply an in-depth knowledge so as to be a credible point of reference for staff and student enquiries.
- An ability to work both independently and collaboratively as a member of a multi-disciplinary team.
- Experience managing health and safety, legislative and COSHH requirements in multi user laboratories
- Experience of working in a customer focused technical environment
- Highly developed interpersonal skills, including tact, diplomacy and sensitivity.
- An ability to communicate confidently and effectively with staff from across the University at all levels of the organisation.
- Excellent oral and written communication skills.
- Excellent time management skills.
- Excellent IT skills.
- Excellent analytical and problem solving skills with the ability to identify and resolve issues effectively.
- Ability to work well under pressure.
- An awareness and understanding of all relevant health and safety requirements in the workplace, including the application of specific legislative requirements such as risk assessments, operating procedures and COSHH, etc. in a laboratory environment.
- A flexible approach to work with a willingness to undergo further training and continuous professional development as required.
- A commitment to the University's core values and to the provision of the best possible support to our students, staff and customers.

### **Desirable**

- Qualification(s) related to teaching and/or demonstration in a higher education setting.
- Knowledge of University software systems (e.g. Blackboard, Teams, etc.).
- Experience of leading and managing staff, trainees and/or apprentices.
- Budgetary management experience and the ability to manage projects and operations within a budget.
- Inert synthetic chemistry experience

### **Expectations and Success Factors**

- To be a proactive team member and treat all colleagues and students with respect in accordance with well-established PS Behaviours.
- To be willing to work across organisational boundaries.
- To seek new knowledge and share ideas.
- To be open and responsive to change and innovation.



The University of Manchester

In-line with the University's terms and conditions, you will be expected to work such hours as are necessary for the proper discharge of your duties and responsibilities, with a notional minimum 35 hours per week through Monday to Friday. There may be occasions when some non-core hours work could be required, however the University operates arrangements to recognise out of hours working and to ensure an appropriate balance between working and non-working time.