

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF SCIENCE & ENGINEERING
FSE RESEARCH INSTITUTES
SIR HENRY ROYCE INSTITUTE FOR ADVANCED MATERIALS
RESEARCH & FACILITIES MANAGER
VACANCY REF: SAE-025544

Salary: Grade 7 £45,585 to £56,021 per annum, depending on relevant experience

Hours: Full Time

Duration: Fixed term for 36 months

Location: Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Sarah-Jane Clelland, Senior Facilities Manager

Email: sarah-jane.clelland@royce.ac.uk

Background

The **Henry Royce Institute** (<https://www.royce.ac.uk/>) is an EPSRC-funded national institute. With its Hub at The University of Manchester, Royce has spokes at nine Partner and Associate organisations: the Universities of Sheffield, Leeds, Liverpool, Cambridge, Cranfield, Oxford and Imperial College London, as well as at the UK Atomic Energy Authority and National Nuclear Laboratory. Royce, driven by a vision of 'advanced materials for a sustainable society', supports the UK in growing its world-leading research and innovation in advanced materials. Extending across nine floors, the new £105m Royce Hub Building in Manchester fosters world-class collaborative research. The building hosts £45m of new equipment in specialist laboratories supporting research as diverse as biomedical materials, digital fabrication, advanced metals processing and nuclear materials. Several Royce facilities under the Atoms to Devices (A2D) theme are integrated with the Photon Science Institute (PSI). The PSI is a multidisciplinary research centre in which physicist, chemists, engineers and material scientists use light to enable science as well as to develop new ways of generating, manipulating and detecting it. Housed in a state-of-the-art, purpose-built facility, the PSI benefits from a comprehensive suites of laser sources covering a wide range of wavelength, energies, and pulse durations.

Royce's strategic vision is guided by the Chief Technology Officer who is responsible for its delivery. The core Royce capabilities at Manchester, established through significant EPSRC investment to enable innovative advanced materials research, have been grouped into Royce Technology Platforms.

Each represents cutting edge-facilities and expertise and sits within our Research Framework, collectively these platforms represent an integrated ecosystem for the making, testing, and characterising advanced materials thus accelerating their transition through the early stage of discovery.

<https://www.royce.ac.uk/technology-platforms/>

<https://www.royce.ac.uk/our-research-framework/>

Overall purpose of the job:

We are looking to recruit two facility managers who will join the existing team at Manchester who provide support to Royce activities across six of the Royce research themes: Atoms to Devices, Advanced Metals Processing, Materials Systems for Demanding Environments, Nuclear Materials, Chemical Materials Design and Biomedical materials. This team reports to the Senior Facility Manager and forms part of the National Facilities team led by the Chief Technology Officer.

<https://www.royce.ac.uk/research-areas/>

The post holder will be primarily responsible for efficient management of facilities and engagement activities related to their assigned research area in Manchester. A proactive and energetic approach is important, as activities are expected to include financial reporting and budget management, liaison with facility end-users, external stakeholders, and engagement with research communities.

Key responsibilities, accountabilities, or duties:

The appointee will therefore be expected to demonstrate flexibility and adaptability to meet developing needs. The indicative range of duties is expected to include, but is not limited to:

Facility Management:

- Act as the primary contact point for facilities under their remit, including approaches for facility use, both within the University and from external research institutions and industrial contacts under their assigned theme(s).
- Manage requests to use Manchester Royce facilities under their theme(s) via the national Royce access schemes and flagship programmes.
- Manage commercial projects for their theme(s), facilitate discussions with technical staff to agree proposals for work and provide quotations to customers. Negotiate and agree prices for commercial services.
- Maintain good working relationships with facility end-users and establish new user links. With the Research & Business Engagement team, promote the facilities and commercial services offered.

Resourcing:

- Monitor and analyse usage data to review the financial and scientific impact of facilities. Collate for all Manchester Royce facilities and regularly report on this to the Senior Facility Manager.

- Plan and facilitate the installation of all new equipment at Manchester in areas under their remit, working across Faculty to ensure suitable space and services are available.
- Make decisions as to how their theme(s) facilities work is prioritised and communicate this to the technical staff.
- Establish and manage the necessary structures and processes to run equipment as TRAC-listed facilities and establish appropriate operational models for each.

Financial and contractual:

- With internal stakeholders and external suppliers, agree technical specifications for new equipment, plan and facilitate its installation.
- Lead on the procurement of equipment by providing oversight of the tendering process and engage with all internal stakeholders and external suppliers to agree costs and contractual details.
- Be responsible for ensuring equipment spend meets eligibility criteria and deadlines.
- Manage facility budgets, lead on financial planning and take responsibility for the day-to-day management and monitoring of expenditure.
- Conduct full costs recovery analysis for facilities, lead on financial planning and be responsible for sustainable business models for their long-term operations. Provide advice and information for charge –out rate calculations.
- Through liaison with UoM legal and HSE staff, ensure all facility users have in place the relevant contracts and documentation to ensure UoM meets all legislative requirements and be responsible for compliance with export control measures.

Human resources:

- Input to the management of facility technical staff, advising their line managers on e.g. usage prioritise for the facilities.
- Conduct resource planning exercises across facilities under their remit, advising on staffing requirements and draft business cases as necessary for additional staff.

Other:

- Undertake duties in accordance with the requirements of the University's and Royce's equality & diversity and health & safety policies and their financial regulations.
- Maintain confidentiality of information in line with data protection requirements and University policy.
- Engage in continuous person and professional development in line with the demands of the role, undertaking relevant training and development activities.
- Perform other such duties commensurate with the grade and/or as may be requested by Chief Technology Officer/Senior Facility Manager/Institute Director.

Person Specification

Essential knowledge, skills and experience:

- Degree or a relevant equivalent qualification, in a science or engineering discipline.
- Provide track record of managing complex, multidisciplinary research projects with multiple partners.
- Finance and project management skills, with experience of budget management, costing and the ability to interpret financial information.
- Experience within an academic or research unit of reasonable size and complexity and a strong understanding of HEI operational processes.
- An understanding of the scientific research undertaken and an ability to therefore engage effectively with technical material and communicate research objectives.

- Excellent communication and interpersonal skills (both oral and written) with an ability to network and build partnerships with a wide range of people at all levels.
- Experience of handling confidential information and communications sensitively.
- The ability to work strategically with minimal supervision, and to solve operational problems through use of initiative and innovation.
- Excellent organisation skills and the ability to work accurately and precisely under pressure to delivery strict deadlines.
- A flexible 'can-do' approach to work, with a willingness to undertake further training as necessary.

Desirable knowledge, skills, experience and qualifications:

- A project Management qualification
- Postgraduate degree in a science or engineering discipline
- Understanding of the principles of full cost recovery analysis
- Experience of equipment procurement and the associated tendering processes.
- Experience of conducting costings for TRAC-listed facilities
- Experience in costing and project specification of research grants and proposals.