Senior Technical Team Manager

Department: Archaeology
Hours of work: Full time | 37 hours per week
Contract type: Open
Salary: Grade 7 | £40,927 - £50,296 a year
Introduction

The Department of Archaeology is seeking to appoint a Senior Technical Team Manager who will manage the departmental technical staff (currently 10 staff) who work within the fields of bioarchaeology, osteoarchaeology, zooarchaeology, materials science, fieldwork and computing and who work across five different places (ancient DNA lab, BioArCh facility, Palaeohub, YEAR centre and King’s Manor). This role will manage the team, have responsibility for H&S and manage the department’s technical facilities. Experience of analytical chemistry, biology or geochemistry with an emphasis on mass spectrometry, and laboratory analysis of organic/inorganic materials would be highly desirable.

This role will lead on Health and Safety and take delegated responsibility for this from the Head of Department, including development of the H&S policy, CoSHH, training development, and (with the support of the University fire/health and safety teams) management of fire safety across the department, supporting colleagues in the production of risk assessments, ensuring first aid provision, undertake accident investigations and undertake H&S inspections to monitor compliance. You will manage the asset register along with your Departmental Computing Officer, along with all equipment maintenance and servicing. You will need to manage/have oversight of all aspects of the technical operations in Archaeology from fieldwork, to materials analysis, collections, laboratory analysis and instrumentation. You will be required to make strategic decisions regarding the future provision of technical services to the Department of Archaeology by liaising with academic leads. You will have a good understanding of the technical aspects of our operations, liaise with staff to ensure technical provision and manage access to our facilities, dealing with capacity issues.

Main purpose of the role

To manage, develop and implement services which support teaching and research. To manage the day-to-day organisation and operation of research/teaching laboratories and their associated technical services; to provide guidance, training and theoretical/scientific/technical support to students, staff and external stakeholders.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Lead & deploy technical teams across a medium department or a section in a large department, directing the allocation of work & ensuring that tasks are completed to a high standard and within agreed timeframes & that changes are implemented effectively.
- Manage the professional development and capability of the technical teams, to ensure they meet the current and future service needs of the Department.
- Liaise and build relationships with key staff, teams and external service providers to ensure that detailed technical requirements are understood in the design and implementation of all works relating to building infrastructure.
- Oversee the diagnosis of faults, maintenance and repair of equipment and systems used by technical services.
- Support the Head of Department, department management team and academics in all matters relating to technical provision.
- Manage the operation of a highly specialised laboratory or medium department, providing advanced technical services to researchers and offering advice on the technical services available.
- Understand, write, promote and apply COSHH/risk assessments and departmental health and safety protocols and ensure that staff and students are given appropriate safety training and advice, including taking on specific safety responsibilities where required. Ensure that legislative and regulatory safety testing of the technical equipment is carried out and documentation is completed.
- Oversee the inventory and asset management of the department.
- Apply experience for the procurement of complex scientific equipment and associated service contracts. Oversee supplies for optimum stock levels within budget accountabilities.
- Manage and monitor budgets to ensure maximum efficiency is achieved. Contribute data to influence budget setting.
- Design and develop inductions, training & demonstrations of a broad range of activities ensuring compliance with safety and regulatory guidelines.
- Lead change management initiatives at a local level in collaboration with more senior staff.
- Oversee the technical input into the implementation of work, directing team members as appropriate in the design and conduct of experiments/methods.
- Design, develop & deliver contingency plans for all technical services in the Department, to ensure a timely & appropriate response to incidents. This may include acting as the first point of contact during a major incident.
- Where required, be a member of project groups, inputting experience and knowledge and be a member of the Technical Support Group.
- Be responsible for the strategic direction of the work areas identifying how they input into the development planning processes, including the provision of data to support academic activities.
- Actively demonstrate a commitment to professional development by continuing to advance knowledge, understanding and competencies.
- Maintain up-to-date knowledge of the fields; investigate and propose improvements to services; advocating best working practices

**Person specification**

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Degree or equivalent experience or appropriate significant experience in the analytical sciences (chemistry, biology, geochemistry, archaeological science).</td>
<td>Essential</td>
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<td>RSci/REng or willingness to work towards these or equivalent professional qualification</td>
<td>Essential</td>
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<td>NEBOSH/IOSH qualification</td>
<td>Desirable</td>
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<td>Knowledge</td>
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In depth and current theoretical and practical knowledge of analytical techniques relevant to the department’s activities | Essential
A broad understanding and in depth knowledge of relevant legislation and regulations of the work area | Essential
Knowledge of the management of the laboratories and other technical workspace occupied by the department’s technical services team | Essential
Knowledge of mass spectrometry | Desirable

**Skills, abilities and competencies**

Proven track record in the application of the specialist technical skills associated with the department’s activities, including laboratory activity | Essential
Proven ability to work independently with initiative, using problem solving and analytical skills | Essential
Ability to present complex ideas in a clear and concise manner and communicate with students, staff and stakeholders | Essential
Excellent IT and analytical skills using a range of specialist software where required | Essential
Competent in the operation and maintenance of equipment used in analytical service relevant to the department’s activities | Essential
Ability to analyse and interpret information relating to the performance of the technical services and to design and deliver training on technical services | Essential
Ability to contribute to specification documentation for the tendering and service of complex equipment and to provide scientific data in written format for management | Essential

**Experience**

Demonstrable experience in the provision of technical support of laboratories and research facilities within archeology and associated areas | Essential
Experience of training others in relevant techniques and in the use of complex equipment | Essential
Experience of successfully managing and motivating others to achieve results, prioritising work according to deadlines and demands | Essential
Experience of writing reports | Desirable
Experience of managing a laboratory space or other relevant work area | Desirable
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<th><strong>Personal attributes</strong></th>
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<td>Excellent interpersonal skills and the ability to communicate effectively with staff, students and stakeholders</td>
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<td>Flexible attitude towards work, willingness to respond to time led demands</td>
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<td>Actively demonstrates a commitment to professional development by continuing to advance knowledge, understanding and competencies</td>
<td>Essential</td>
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<td>A positive, open and objective attitude toward others, to value and support colleagues. Able to respond and integrate change and to demonstrate personal resilience</td>
<td>Essential</td>
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