

Job Description

Job title: **Technical Supervisor, Mechanical Services**

Department: **Mechanical Engineering**

Responsible to: **Technical Manager**

Location: **4 East**

Purpose of the job:

This is a technical supervisory position with responsibility for the day to day operation of a complete technical service for teaching and research activities in facilities employing 20 technicians and covering a major complex of laboratories, workshops and support services. To assist the Technical Manager in establishing best practice in the supervision of the technical staff and the facilities including the forward planning and optimum utilisation of materials, equipment and technical resources. The post holder will discharge these responsibilities in addition to maintaining their own “hands on” core activities.

Duties and Responsibilities:

1. Responsible to the Director of Technical Services but line managed by the Technical Manager for the Department of Mechanical Engineering, Mechanical Services, the post holder will be responsible for the day to day operation of the Mechanical Services team and the direct supervision of its 20 technical staff, providing technical support to the department's laboratories, workshops and facilities.
2. Facilities managed include Materials & Biomechanics, Aerospace, Energy & Thermo-sciences and Machine Systems laboratories, Mechanical Workshop, Model Shop workshop and Design, Manufacture & Metrology facilities.
3. To liaise with and take guidance from the Director of Technical Services and Technical Manager to ensure that an optimum level of technical support and service is delivered to the Department at all times.
4. To assist the Technical Manager in establishing and implementing best practice in the management of the facilities including forward planning of the effective usage of materials, equipment and technical staff.

5. To assist the Technical Manager with the management of laboratory and workshop finances, asset control and maintenance, purchasing, stock level and inventory recording.
6. To act as the main focus for all purchasing and procurement activity and compliance using the University's Agresso finance system.
7. Maintain best practice through established Health & Safety legislation, Risk and Hazard Management and COSHH procedures.
8. Provide specialist technical advice and assistance to academic staff, technical staff, administrative staff, undergraduate and postgraduate students and postgraduate research staff.
9. To conduct annual Performance Development Review (PDR) appraisals for the departmental technical staff.
10. To assist the Technical Manager in the maintenance and recording of systems, processes and procedures to ensure compliance with statutory legislation and the University's own insurance requirements.
11. To assist the Technical Manager in ensuring 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.
12. To assist the Technical Manager in carrying out safety audits in conjunction with the Departmental Health & Safety Committee and co-ordinate the activities of the departmental fire marshals.
13. To deputise for the Technical Manager in his absence and to represent the department at meetings, etc. as required.

Line Management

Indirect:- Director of Technical Services (DoTS)

Direct:- Technical Manager (TM), Mechanical Engineering, Mechanical Services

Level of line management received:

Minimal. The Technical Supervisor receives direction, advice and support from the TM but sets his/her own agenda and workload priorities.

Supervision given: 10 x Technical Grade 6 as follows:-

- 1 x Senior Technician, Materials
- 1 x Senior Technician, Biomechanics
- 1 x Senior Technician, Aerospace
- 2 x Senior Technicians, Model Shop
- 1 x Senior Technician, PVRC
- 1 x Senior Technician, Design & Manufacturing
- 1 x Senior Technician, CPTMC
- 1 x Senior Technician, Main workshop
- 1 x Senior Technician, Integrated Design

Special Conditions

None

Other Related Activities and Functions

To assist with technical duties in other Faculty of Engineering & Design departments, if requested by the Director of Technical Services, in liaison with the Heads of Departments, due to variations in workload, staff shortages or re-organisation.

Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I	T
Qualifications					
HNC, C & G or equivalent in Mechanical Engineering or a related subject	X		X		
Experience/Knowledge					
Served a recognised engineering apprenticeship	X		X	X	
Substantial proven experience of supervising technical staff in a toolroom, workshop, laboratory or research environment	X		X	X	
Previous experience working within a University / Further Education Mechanical Engineering workshop, R & D or research environment		X	X	X	
Skills					
Understanding of current Health and Safety Legislation, Risk Management and COSHH regulations.	X		X	X	
Understanding and awareness of basic Electrical, Mechanical and Building regulations eg. Pressure systems, Portable Appliance Testing, etc	X		X	X	
I.T. literate	X		X	X	
N.E.B.O.S.H. / I.O.S.H certificate / diploma		X	X	X	
Experience in the use of I.T. e.g. "AutoCAD", "Microsoft" software, Word, Excel, etc.		X	X	X	

Attributes				
The ability to work as a team member and possess good interpersonal, communication and literacy skills.	X			X
To work with efficiency, accuracy and to be able to meet deadlines.	X			X
To be able to prioritise workload and work under own initiative.	X			X
High level of flexibility and dependability.	X			X

Code: A/F – Application form, I – Interview, T – Test