



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Technical Manager				
DEPARTMENT	College of Health and Science (Lincoln Medical School and School of Health and Care Sciences)				
LOCATION	Lincoln Campuses				
JOB NUMBER	CHS189	GRADE	8	DATE	December 2024
REPORTS TO	Head of School				

CONTEXT

The College of Health and Science is an ambitious college committed to the delivery of an excellent student experience and the University of Lincoln's strategic focus on excellent research output.

This new post of Technical Manager working across the Lincoln Medical School (LMS) and the School of Health and Care Sciences (H & CS) is key to this ambition. Managing, leading, and supporting technical colleagues in meeting the needs of staff and students, current and prospective of these areas. Whilst ensuring that university policies and resources are adhered to and maintained across all areas. The role will entail working with both administrative and academic colleagues across the College and wider University in striving to ensure that best practice operates consistently.

The post holder will have a high level of skill and experience in managing/ developing staff in line with the University's aim to align to the Technician's commitment. The post holder will be able to manage teams and multiple projects simultaneously, influencing groups using excellent communication skills and remain calm under pressure. The post holder will seek to engage all technical teams in sharing best practice with the aim of having an excellent consistent approach to all aspects of health and safety compliance with oversight of relevant risk assessments, standard operation procedures etc.

JOB PURPOSE

The role of Technical Manager is to oversee the planning, organisation and delivery of technical services within the Lincoln Medical School and the School of Health and Care Sciences, through management of technical staff and resources (facilities, equipment, and operational budget) to support teaching, research and consultancy services. The role holder will be responsible for maintenance of record keeping consistent with relevant legislation (e.g. health and safety, drugs licensing and human tissue act) within the two Schools and advise on and implement new policies according to requirement. The post holder will have excellent written and interpersonal communication skills and will be required to advise the Schools / College on a variety of technical matters relating to strategic developments within the College.

KEY RESPONSIBILITIES

Leading and Managing Staff

- To provide clear support, effectively supervise and proactively line manage technical staff aligned to the specialist teaching and other facilities of the Lincoln Medical School and School of Health and Care sciences (currently these are Sarah Swift Building, 179 High Street and The Maltby Suite in Joseph Banks Laboratories and associated outdoor spaces)
- Contribute to the development of the wider team, review staff progress and support requirements through the PDR process.
- Oversee development of technical capacity by identifying training needs within the team and encouraging development opportunities to maximise efficiency of technical service delivery.
- Monitor team performance and influence changes to service delivery to improve efficiency and student experience, including managing employee relations matters, sickness absence, disciplinary procedures etc as appropriate.
- Mentor staff at every level.
- Provide advice to senior management on the size and skills required in the technical team to optimise service delivery.

Health and Safety

- Lead and coordinate the maintaining of up-to-date health and safety records for the Schools.
- Ensure compliance with current operational recommendations/ legislation e.g. HTA.
- Advise on the development of School and College policies in existing or emerging areas relevant to technical delivery.
- Advise on the development of School / College policies in new areas of practical teaching and/ or research delivery e.g. simulated practice learning development/ framework.
- Ensure end users work in a safe manner that is compliant with legislation and risk assessments.
- Ensure all Technical staff are appropriately trained for working in the facility and identify training needs where appropriate.
- Ensure that staff and student inductions are carried out and recorded as appropriate.

Finance and Procurement

- Advise the schools on the purchase of suitable equipment and ensure that facilities are appropriately equipped by supporting heads of school on capital spend.
- Organise and prepare tenders for major equipment purchases.
- Manage facilities operational budget and be responsible for financial planning to ensure that all requirements are met.
- Ensure that relevant IT, licencing and Data Processing agreements etc are in place for digital technologies utilised within the practical simulation facilities.
- Ensure that appropriate maintenance contracts are in place and that budget considerations are available to support those requirements.
- Advise on the development of budget plans for research and consultancy work, e.g. provide costings for grant applications or provision of services for external clients where these are relevant to the work of the technical teams.
- Contribute to preparing and writing capital bids as appropriate.

Communication

- Liaising with academic, technical and registry/timetabling staff regarding space planning of practical teaching.
- Use interpersonal skills to influence changes to the delivery of practical teaching to improve efficiency and student experience through liaison with academic and technical staff.
- Communicate complex data relating to strategic developments e.g. development of facilities, space planning or resources to Senior Manager and/or working groups.
- Advise the Heads of Schools on costings of facility, equipment, and technical support to enable effective decision making in acquisition, operation and maintenance.
- Disseminate information about sectoral developments of equipment or consumables based on current research activities within the School.
- Use interpersonal skills to resolve disputes about teaching or researcher space and facilities allocation based on agreed policies for resource deployment.

Planning and Organisation

- Plan and ensure technical requirements support all practical teaching and research activities.
- Facilitate increased working across the two schools.
- Ensure equipment and facilities are suitable and appropriate for teaching and research requirements.
- In conjunction with school leadership be responsible for local space planning practical teaching and scheduling timetables activities according to available resources.
- Contribute to strategic developments of facilities for teaching and research and make recommendations to Senior Managers.
- Monitor mode of delivery of teaching practicals and influence changes to improve efficiency.
- Plan to accommodate portfolio and student number growth/ reduction.
- Work with College Marketing Manager in supporting recruitment and outreach activities.
- Manage the consumables budget and financial decision making in an open and transparent manner, being involved in the organising, and procuring capital items bought for each School.
- Manage effective stock control within each area including the checking of deliveries and invoices and maintain accurate and up to date budget information and inventories/asset registers.
- Facilitate the efficient use of resources (staff and consumables) across schools.
- Advise upon and support the development and delivery of simulated placement learning and interprofessional practical skills delivery.
- Advise upon and support the requirements for the delivery of multiprofessional student lead clinics.

Management and Maintenance of Facilities

- Manage the proper and effective use of facilities and equipment by staff and students in consultation with School management team to ensure that resources meet the delivery of the School and University targets.
- Liaise with Digital services to ensure that digital equipment is suitably maintained and security protocols adhered to, and effective loan systems and data cleansing is in place etc.
- Oversee the storage, preparation, provision and distribution of facilities and equipment in accordance with the needs of staff and students.
- Ensure installation of equipment is carried out to recognised industry and sectoral standards to meet Health and Safety and legal requirements.
- Ensure that all facilities and equipment are maintained effectively and within budget and service contracts are organised according to schedule.
- Ensure the safe and ethical management of human related material used within the Lincoln Medical School in accordance with the human tissue authority legislation.
- Liaising as appropriate with external stakeholders using facilities or supporting delivery of teaching and research.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"> • PVC/Head of College of Science • Heads of School • College Director of Operations • College Strategic Project Manager • Academic and Professional Services • Staff within the schools • College Technical Teams • College Marketing Manager • Health and Safety Department • College and Central Finance teams • Estates Maintenance and Estates Services • Digital Services 	<ul style="list-style-type: none"> • HSE • Industrial and Professional Suppliers • Contractors • Service contract providers. • Professional bodies



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UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Technical Manager	JOB NUMBER	CHS189
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
1st Degree in relevant subject or equivalent	E	A
First Aid Certificate	E	A
Higher Degree or equivalent	D	A
Experience:		
Experience with clinical skills / simulation processes and equipment together with supervision of those processes etc.	E	A/I
Experience of multi-user clinical skills / simulation environments	D	A/I
Experience of Health and Safety legislation and application in the technical field	E	A/I
Experience of a management role including line management responsibility	E	A/I
Ability to create and implement new policy and working practices.		
Experience of budget management	D	A/I
Skills and Knowledge:		
Excellent leadership, interpersonal and supervisory skills	E	A/I
Appropriate IT skills e.g. word processing, spreadsheets, presentations	E	A/I
Excellent time management skills	E	A/I
Ability to prepare written reports to communicate and interpret complex information	E	A/I
Competencies and Personal Attributes:		
Ability to influence others using tact and diplomacy	E	I
Ability to demonstrate leadership and assertiveness in appropriate situations	E	A/I
Ability to assert authority, when necessary, for instance in emergency situations	E	I
Ability to work both individually and within a team	E	A/I
Ability to appreciate the demands and needs of others in a busy working environment	E	A/I
Appreciation of the need for attention to detail	E	A/I
Ability to find solutions to challenges in a technical support environment	E	A/I

Commitment to develop diverse technical skills e.g. in relation to simulation practice	E	A/I
Receptiveness to the ideas and concerns of others	E	A/I
Professional and courteous manner	E	A/I
Proactive and able to demonstrate initiative	E	A/I
Ability to work confidentially	E	A/I
Business Requirements:		
Willingness to work flexible hours on occasions to accommodate the needs of business	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	EVS	PBP	AH
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