JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Technical Operations Manager</th>
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<tbody>
<tr>
<td>Department:</td>
<td>School of Life Sciences and the Environment</td>
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<tr>
<td>Job type:</td>
<td>Full Time, Permanent</td>
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<td>Grade:</td>
<td>RHUL 8</td>
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<td>Accountable to:</td>
<td>Executive Dean of the School of Life Sciences and the Environment</td>
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<tr>
<td>Timing split</td>
<td>Psychology 80%, Health Studies 20% (to be reviewed annually)</td>
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Purpose of post:

This is a new post within the expanding School of Life Sciences and the Environment, with strategic technical oversight of two departments - Psychology and Health Studies. The Technical Operations Manager will work closely with colleagues in the School and across the University, reporting directly into the Executive Dean of School. This is part of the School’s response to the Technician Commitment which aims to create visibility, recognition and career development for all technicians.

Key tasks:

1. Work closely with the Executive Dean of the School of Life Sciences and Environment on wider strategic matters relating to the School’s technical staff and provision of technical support across Psychology and Health Studies.

2. Responsible for the first line management of the relevant Departments’ technical staff team, including allocation of duties, selection, training, performance monitoring and staff development.

3. To support the relevant Heads of Department as the departments’ Health and Safety coordinator with responsibility for the management of H&S in departments, including audits, inductions, compliance and education of staff and students. Ensuring departmental and University working practices and operational procedures are followed. Maintaining an up-to-date knowledge relating to safety. Writing new departmental procedure where needed (e.g., systems operating procedures for new labs) and setting up new facilities and H&S infrastructure.
4. Responsible for coordination and recording of data pertaining to equipment servicing and maintenance, liaising with Campus Services where appropriate.

5. Responsible for the provision, maintenance, and updating of a comprehensive inventory of relevant Departmental equipment and managing bookable resources.

6. Responsible for the running of all facilities, planning and assessment of the layout of new or refurbished facilities, and for providing advice on provision, costing and purchasing of plant, furniture, fittings and services for such facilities, in order to ensure maximum efficiency and effective deployment of resources. This includes management of all buildings across the departments.

7. To assess the relevant departmental needs and liaise with other University departments about teaching, research and office space, plant, apparatus, equipment and health & safety. This includes management of all lab facilities.

8. Oversight of budgets pertaining to H&S, maintenance, and equipment. Responsible for ordering goods and services, and use of a University purchasing card.

9. Responsible for the security of the department and liaison with University security staff.

10. Provide technical support, advice and training, as required, to academic staff, postgraduate and undergraduate students in laboratories and in the field.

11. To give presentations and reports, for example on health and safety issues, to staff or students, in a clear, precise, and effective manner.

12. Facilitate lab set up for teaching activities, providing hands on support and safety guidance.

13. Management of online research environments (e.g., Qualtrics).

14. Input as appropriate to KEF, REF and TEF-related data gathering for Psychology and Allied to Health.

15. Ensuring technical staff are charged to research grants when they are supporting them and ensuring they are publicly recognised for their contributions to the grants.

**Other duties and expectations**

The duties listed above may be varied from time to time as dictated by the changing needs of the College. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.