



Post Details		Last Updated: 16/03/26	
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences		
Job Title	School Technical Manager (Maths and Physics)		
Job Family	Technical & Experimental	Job Level	4
Responsible to	Faculty Technical Manager & Head of School		
Responsible for (Staff)	School of Maths and Physics technical staff		
<b><u>Job Purpose Statement</u></b>			
<p>The post holder will lead the provision of a professional laboratory service, and a safe working environment within the school laboratories. To do this, the post holder will: be part of the School senior leadership team; line manage the School technical support team, ensuring facilities are kept well maintained &amp; well organised; act as School Safety Advisor, ensuring School compliance with University policy and regulations pertaining to hazardous activities i.e. those involving hazards such as radiation, lasers, electricity, chemicals or cryogenics for example; advise the Head of School on technical matters relating to projects, facility maintenance, equipment provision, and business continuity. The post holder will liaise with the other school managers and associated working groups.</p>			
<b><u>Key Responsibilities</u></b>			
<ol style="list-style-type: none"> <li>1. In consultation with the Associate Head of Education and Associate Head of Research and Innovation, advise on the availability of equipment for the experimental allocation for the undergraduate and taught postgraduate students, ensuring all students have adequate experiments depending on their needs, and ensuring all apparatus is assessed for suitability and safety, advising on future requirements of material and equipment and ensure adequate availability for teaching and research. Replacing where necessary within budgetary constraints and in consultation with the School senior leadership team. Work with the HoS to advocate for and prioritise required capital expenditure. This will include computing laboratories where appropriate.</li> <li>2. Oversee the technical staff supporting the teaching laboratories, ensuring the development, construction, testing, maintenance and supervision of apparatus and experiments for teaching purposes is performed safely and professionally. Ensure all apparatus is assessed for suitability and safety, replacing where necessary within budgetary constraints.</li> <li>3. Contribute to School planning, representing the School technical staff and providing technical leadership/input on new strategic projects. Having key responsibility in planning technical resource management and producing Business Continuity Plans for the School.</li> <li>4. Understand the laboratory requirements of school research groups, including their infrastructure and service needs, and understand the principles of operation of equipment in the research laboratories.</li> <li>5. Develop and manage the maintenance servicing of all equipment across School Facilities.</li> <li>6. Have knowledge of the principles of operation of equipment in all the School laboratories ensuring Safe Operating Procedures (SOPs) are in place and all areas are monitored to ensure a safe working environment.</li> <li>7. Ensure training of staff and students in the safe use of equipment to the highest appropriate standards on laboratory instruments ensuring a safe working environment and to enable them to be proficient in discharging their duties and responsibilities.</li> <li>8. Ensure the delivery of safety lectures to postgraduate and undergraduate students before the start of laboratory classes. Act as H&amp;S officer, contributing to all school H&amp;S forums and safety policy.</li> <li>9. Act as point of contact, and co-ordinate, with other Departments in the University (e.g. Estates and Maintenance), external collaborators and safety agencies (including Environment Agency and local Constabulary).</li> </ol>			
<b>N.B. The above list is not exhaustive.</b>			



**All staff are expected to:**

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/school policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

**Help maintain a safe working environment by:**

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

## **Elements of the Role**

### **Planning and Organising**

- The post holder will, in consultation with academic staff, manage the school's teaching laboratory(s). They will ensure that all students have adequate experiments depending on their needs and that all apparatus is maintained and monitored. They are also expected to provide advice on future material and equipment requirements and to ensure adequate availability for teaching.
- The post holder will have significant input to the school's business continuity planning arrangements, working to ensure equipment and facility provision is robust.

### **Problem Solving and Decision Making**

- Problem solving and decision making are integral to many elements of the work undertaken by the post holder. Resolutions for issues or problems faced by the post holder are usually found through referring to their previous experience of similar problems or through the application of school policies and procedures. The post holder has the freedom to work in a proactive manner and to decide how to achieve the end result, generally based on their own judgement and technical expertise.
- They are expected to use initiative and judgement to address and resolve more complicated problems and issues, referring only the most complex or those issues outside of the remit of their role to their line manager. The post holder is however, still expected to have a degree of involvement in finding and implementing resolutions in such cases.

### **Continuous Improvement**

- It is expected that the post holder will apply their skills and knowledge in order to make recommendations for improvements to the efficiency and effectiveness of the service offered, and to influence school policy.
- The post holder will be expected to provide advice and support on technical matters to the head of school, research group heads and school policy leads. This will include membership of committees pertaining to the role (School Leadership Team, Health & Safety).

### **Accountability**

- The post holder is responsible for ensuring safe working procedures are maintained in the laboratories and that staff and students are appropriately trained. The post holder will represent the technical areas under their control at area Health & Safety Forum meetings and act as a deputy to the forum chair.
- The post holder is required to organise and manage the technical support for the School's research and specialized teaching laboratories, supervising and delegating tasks to staff, to ensure a professional service. Whilst the post holder is supported by a team of technicians, who have delegated responsibility for carrying out the day-to-day running of their assigned laboratories, overall responsibility lies with the post holder.



**Dimensions of the role**

- The post holder has line management responsibility for a team of technical staff, which includes performance management, training, appraisal, recruitment and allocation of responsibilities and duties.
- The post holder will manage and control the School's budget for laboratory expenditure. This will include allocating funds for the purchase of consumable items to all teaching & research areas, whilst ensuring funds are monitored throughout the year and that plans are adjusted according to priorities.

**Supplementary Information**

- The post holder will communicate with undergraduate, postgraduate students and staff, from a wide range of disciplines from the school, faculty and University. They will regularly liaise with Estates & Security operatives, IT staff, and external contractors.

**Person Specification**

**Qualifications and Professional Memberships**

Degree in a relevant subject, or equivalent, plus broad relevant technical and supervisory experience.

E

Associate member of the HEA

D

**Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/  
Desirable**

**Level  
1-3**

Experience of leadership in a technical environment

E

3

Experience of the operation and function of a teaching and/or research laboratory environment in the fields of physical sciences/engineering

E

2

Understanding of, and experience in implementing, relevant Health & Safety legislation

E

2

Willingness to undertake continued development and training

E

2

Experience of line managing staff

D

n/a

Knowledge and experience of maintenance and first level fault finding / repair in specialised equipment including electronic equipment

D

n/a

Knowledge of budgeting or finance

D

n/a

**Special Requirements:**

**Essential/  
Desirable**

N/A

N/A

**Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.

**Level  
1-3**

Communication

3

Adaptability / Flexibility

2

Customer/Client service and support

3

Planning and Organising

3

Continuous Improvement

2

Problem Solving and Decision Making Skills

2

Managing and Developing Performance

2



Leadership / Management	3
Creative and Analytical Thinking	1
Influencing, Persuasion and Negotiation Skills	1
Strategic Thinking & Leadership	2

This Job Purpose reflects the core activities of the post. As the School/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

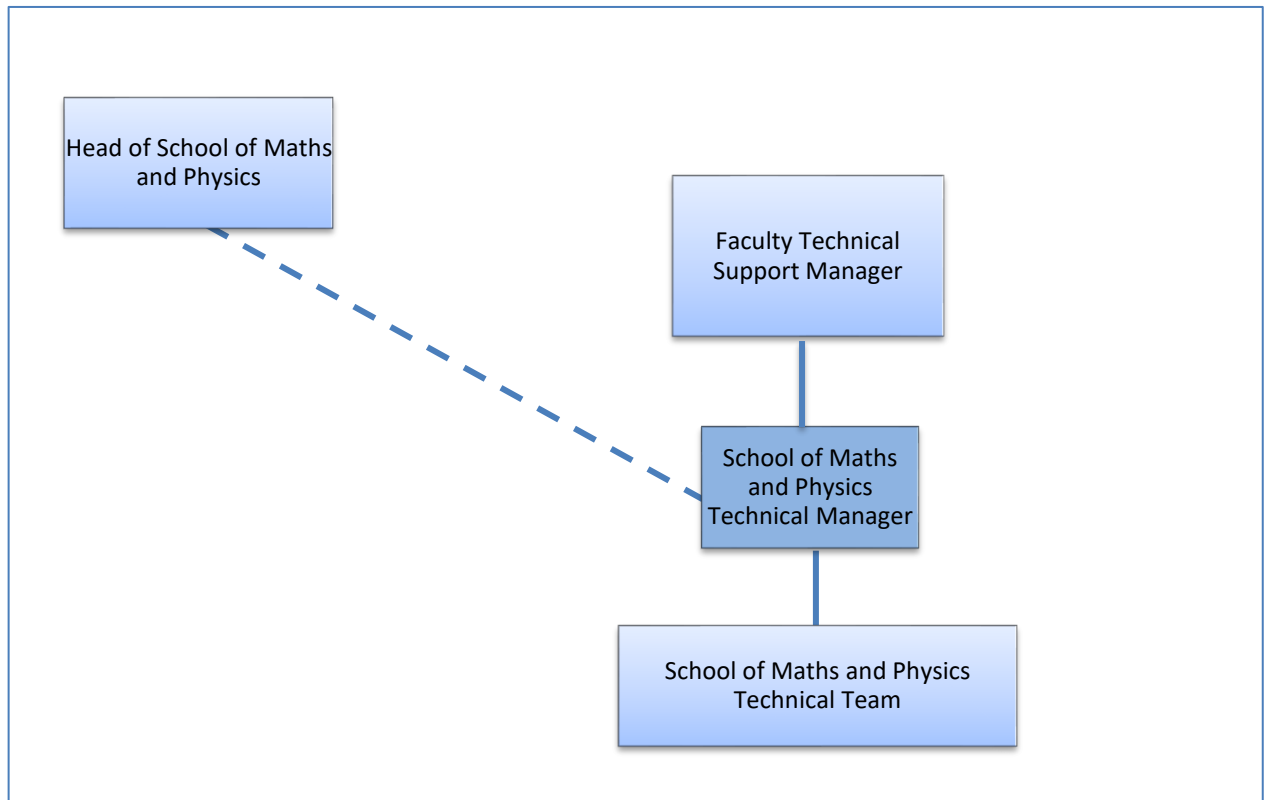
### Organisational/School Information & Key Relationships

#### Background Information

The Faculty of Engineering and Physical Sciences is built on the core engineering disciplines of aeronautical engineering, civil engineering, chemical engineering, electronic engineering and mechanical engineering, together with the core scientific disciplines of computing, mathematics and physics. Within these fields the Faculty enjoys a reputation for excellence in research and teaching.

This role will be to lead the technical team for the School of Maths and Physics covering all areas of the School and both research and teaching.

#### Department Structure Chart





## **Relationships**

### **Internal**

- The post holder will direct their own technical staff, and where appropriate, support both School & Faculty technical staff
- The post holder is expected to communicate clearly with School academic research and teaching staff, administrators and the student cohorts
- The post holder will advise senior School staff & Faculty staff as required
- The post holder will liaise on behalf of the School with University support services: IT support, Estates & Facilities management, Health & Safety services, etc.

### **External**

- The post holder will communicate with external contractors, project management etc.
- The post holder will negotiate with external suppliers for the provision of laboratory equipment, servicing, consumables, etc.