

## Job Description

Position	Principal Technical Specialist	Position No.	10465
Directorate/College/ Department	College of Engineering, Design and Physical Sciences Central Office		
Salary	Grade 8		
Contract type	Permanent		
Accountable to	CEDPS IT Manager		
Internal stakeholders	CEDPS Staff and Students		
External stakeholders	Information Services		
Date reviewed	June 2024		

### Principle accountabilities of the position:

- To support and assist the College IT manager in delivering IT support services to assist teaching and research activities within the College
- To work with the IT manager to ensure that all college IT services are up to date and fit the requirements of the College
- To work with the departments within the college to ensure we are purchasing the most suitable software packages for delivering the academic programme and for research
- To manage all aspects of the College's portfolio of subject specific software, from ensuring renewals are made in time to understanding and ensuring we are adhering to the software vendors EULAs
- Overall management of the software deployed to the College's IT laboratories (~600 PC's), made available via RDP or made available for the students to install on their personal devices.
- Manage the college's local licence servers running a combination of FlexLM and other proprietary licence managers.
- To problem solve and provide expert guidance for academics and researchers on using engineering software (such as Solidworks, COMSOL, Abaqus, Ansys)
- To liaise closely with Central Information Services to ensure we are adhering to central policies and making best use of the centrally provided services to provision software.

## **Key expectations of the position:**

- Identifies and develops new opportunities and approaches in specialist area.
- Sets and monitors technical standards for self and where appropriate, a small team in area of expertise.
- Leads the development of novel methods/techniques/equipment systems to enhance efficiency, enable complex research experimentation.
- Designs equipment/systems or application of specialist equipment.
- Advises students and staff in preparation and use of equipment; advises on safe systems and techniques at a specialist level and leads on demonstration/student facilitation.
- Presents research methodologies and findings at conferences/meetings; contributing or authoring publications.
- Writes and develops policies for technical activities and service delivery to ensure staff and student satisfaction and make a major contribution to development/refresh of University policies and procedures.
- Ensures compliance with all legislative standards and a safe working environment is maintained.
- Contributes to management of College/Institute by chairing meetings and deputising for senior manager as required.
- Keeps abreast of technical developments in own area of expertise.
- Writes detailed reports and analyzes options; presenting the results, as appropriate.
- Determines priorities and allocates resources to meet planned objectives and requirements.
- Negotiates and monitors budgets, contracts and all related finance activities.
- Resolves problems without guidance (or where there is no precedent) and actively influences senior level decision making.
- Liaises with the wider technical team, attends departmental/divisional meetings, participates in and may lead projects outside of specialist area.
- Builds networks with internal teams/external consultants/suppliers to develop and share good practice and is seen as a source of expertise.
- Advises on pricing, purchasing and procurement; consulting with staff/suppliers/procurement specialists.

- May be required to lead/co-ordinate the organisation of operational activities in support of events, Open Days, research seminars and lectures etc.
- May be required to participate in emergency response teams/rotas.
- Undertake any other reasonable duties as required and commensurate with the grade of post.

### **Effective Behaviors**

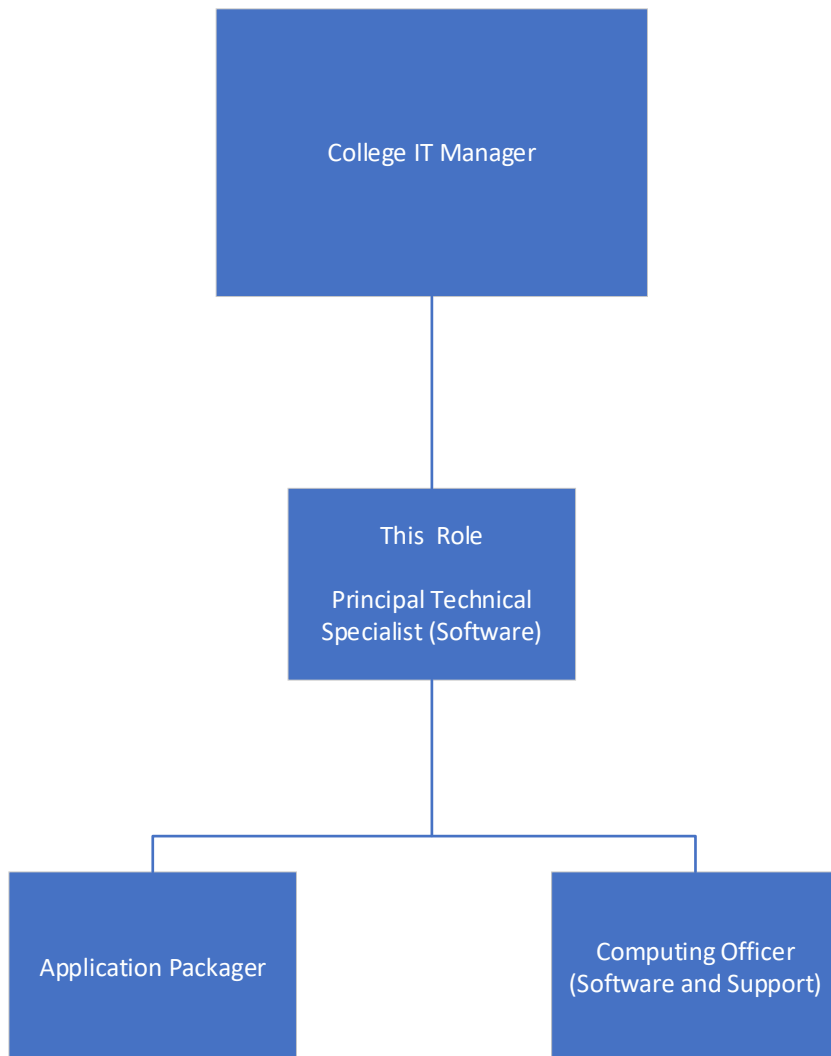
- Open & honest
- Fair & inclusive
- Determined
- Timeliness
- Meeting Deadlines
- Focussed on excellence
- Communication and Networking
- Networking group across colleges
- Ability to negotiate and influence
- Ability to plan and organise own workload
- Ability to adapt a flexible approach to the demands of a busy college/department in order to accommodate changes in priorities when required.

### **University Employment Policy:**

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University's Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested.

## Organisational Chart

The organisational chart comprises of the role, the manager of the role and any direct reports to the role.



Disabled applicants meeting the Essential criterion will be guaranteed an interview as part of the University's commitment to the Disability Confident Scheme.



## Person Specification

Attributes	Criteria	Essential /Desirable	How measured
Education, qualifications & training	Degree Level Qualification in Relevant subject or equivalent experience	E	Application form
	Professional Qualifications (ITIL \ MS Certification)	D	Application form
Experience	Significant work experience of a IT nature	E	Application form Interview
	Line-management experience	D	Application form Interview
	Leading teams/ managing across teams/specialisms	E	Application form Interview
	Financial and budgetary management experience	D	Application form, Interview
	Change management experience	E	Application form Interview
Knowledge, skills and abilities	Full understanding of a broad and/or complex technical field.	E	Application form, interview
	Recognised as leader in field	D	Application form, interview
	Contribute to research outcomes through method development/analysis and interpretation of results	D	Application form, interview
	Effective transfer of skills and knowledge to others	E	Application form, interview
	Innovative approach	E	Application form, interview
	Policy expert, particularly around Cybersecurity legislation	D	Application form, interview
	Lead and motivate and develop a team(s)	E	Application form, interview
	Promote Professional development	D	Application form, interview
	Excellent standard of written and spoken English	E	Application form, interview
Good problem solving abilities Proactive and able to make decisions	E	Application form, interview	

	Work Unsupervised	E	Application form, interview
	Courteous exchange of technical information	E	Application form, interview
	Ability to interpret and communicate complex and technical information to non-specialists	E	Application form, interview
Additional Attributes Required (not included above)	PPE – Will be required.	E	Interview
	Willing to work outside normal working hours on limited occasions.	E	Interview

## Job Hazard Assessment

Any identified hazards have undergone appropriate Risk Assessments.

Please tick all relevant workplace hazards identified with this post.			
Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitisers, Biological Agents Class 2 and above and GMOs.			
Display screen equipment <input type="checkbox"/>	Manual handling <input type="checkbox"/>	Prolonged standing e.g. 1 hour plus <input type="checkbox"/>	Prolonged sitting e.g. 1 hour plus <input type="checkbox"/>
Biological agents: Class 2 and above and GMO Class 1 <input type="checkbox"/>	Human blood, tissue or fluids <input type="checkbox"/>	Respiratory sensitisers or laboratory allergens e.g. animals <input type="checkbox"/>	Skin Irritants/Chemicals <input type="checkbox"/>
Work in confined Places <input type="checkbox"/>	Ionising radiation <input type="checkbox"/>	Noise (more than 80 dba-8 hrs. law) <input type="checkbox"/>	Lone working <input type="checkbox"/>
Use of dangerous machinery <input type="checkbox"/>	Electrical hazards <input type="checkbox"/>	Shift work/night work <input type="checkbox"/>	Work outdoors <input type="checkbox"/>
Neck & arm vibrating equipment <input type="checkbox"/>	Fork lift truck driving <input type="checkbox"/>	Work at heights <input type="checkbox"/>	Lasers <input type="checkbox"/>
Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office:			
Physical demands of the job	Lifting <input type="checkbox"/>	Carrying <input type="checkbox"/>	Bending <input type="checkbox"/>
Pushing <input type="checkbox"/>			
If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency:			
Travel/Off-site working:	% of time	UK <input type="checkbox"/>	Overseas <input type="checkbox"/>
Driving for work:	None <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Weekly <input type="checkbox"/>
			Daily <input type="checkbox"/>
Management responsibility:	Supervisor <input type="checkbox"/>		Non-supervisory <input type="checkbox"/>
Hours of work:	Full time <input type="checkbox"/>		Part time <input type="checkbox"/> hours
Non-standard contractual hours? (evenings/weekends) Frequency, number of hours, type of work outside standard hours:		Night work	
Other – including occasional or possible work hazards (please specify nature and frequency):			