



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**School Technical Manager, School of Food Science and Nutrition, Faculty of Environment**



**Salary: Grade 7 (£41,064 to £48,822 p.a. depending on experience)**

**Reference: ENVFS1158**

**Reporting to: Emma Black, Faculty Technical Services Manager**

**We are open to discussing flexible working arrangements.**

## School Technical Manager, School of Food Science and Nutrition, Faculty of Environment

**Are you a dynamic, enthusiastic, and highly organised senior technical professional with substantial team leadership and student-facing experience? Do you excel at developing others, building high performing teams, and fostering collaboration within fast paced, research-intensive laboratory and teaching environments? Do you will have a passion for driving excellence in student education? Are you ready to lead and shape the technical operations that support our research and teaching laboratories within our state-of-the-art Food Science and Nutrition facilities?**

As School Technical Manager, you will play a pivotal role in managing and developing technical services across the School of Food Science and Nutrition. Our school's technical team underpin our world-class research and teaching activities. This is an exciting opportunity to influence the strategic direction of technical operations to ensure we continue to deliver the very highest standards in safety, compliance, and technical service delivery.

You will lead a diverse team of technical professionals in both research and teaching, supporting their development and ensuring that resources are deployed effectively to meet the evolving needs of the school. You will oversee your team's management of scientific equipment, from sourcing and procurement (including large capital instrumentation) to asset inventory. As compliance and health and safety lead, you will effectively manage activity in these areas, ensuring all standards are adhered to. You will also develop smart contingency plans to keep operations running smoothly, and build strong, collaborative relationships with academic teams, faculty-aligned professional services, external partners, and service providers. You will use specialist knowledge of the research area and associated instrumentation to advise on the development of research and equipment grant applications.

We are looking for a proactive and experienced technical manager who thrives in complex environments and is committed to continuous improvement. Your ability to lead change, manage budgets, and deliver high-quality technical management will be key to your success in this role.



## Main Duties and Responsibilities

- Managing & deploying research and teaching technical teams across the School of Food Science and Nutrition. Directing the allocation of work & ensuring that tasks are completed to a high standard and within agreed timeframes & that changes are implemented effectively, whilst maintaining service standards;
- Acting as a specialist point of expertise providing advice to all staff and students and leading the School technical team in implementing good laboratory practice, liaising with academics and other staff to ensure the needs of teaching and research are promoted and maintained at the highest standard possible, for example advising on the development of research and equipment grant applications;
- Overseeing industry visits and all associated work, such as scheduling, liaising with external partners, coordinating technical and academic input, and ensuring compliance with relevant School and University procedures.
- Managing the professional development and capability of the teaching and research technical teams, to ensure they meet the current and future service needs of the school;
- Liaising and building relationships with key staff, teams and external service providers to ensure that detailed technical requirements are understood in the design and implementation of all works relating to building infrastructure;
- Overseeing the diagnosis of faults, maintenance and repair of equipment and systems used by technical services and oversee the inventory and asset management of the School;
- Understanding, writing, promoting and applying COSHH/risk assessments, inductions and School health and safety protocols and ensuring that staff and students are given appropriate safety training and advice, including taking on specific safety responsibilities where required. Ensuring that legislative and regulatory safety and compliance testing of the technical equipment is carried out and documentation is completed;
- Responsibility for the procurement of complex scientific /capital equipment and associated service contracts. Manage and monitor budgets to ensure maximum efficiency is achieved. Contribute data to influence budget setting;
- Leading change management initiatives at a local level in collaboration with more senior staff, responsible for the strategic direction of the work areas,



including the provision of data to support academic and service improvement activities;

- Representing the School Technical Team during internal and external meetings, audits, performance and safety reviews;
- Responsibility for creating and maintaining contingency plans for all technical services within the school to ensure swift and effective incident response. You may act as the first point of contact during major technical disruptions, coordinating resolution efforts and communications;
- Actively demonstrating a commitment to professional development by continuing to advance knowledge, understanding and competencies.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## Qualifications and Skills

### Essential

- Degree in a relevant subject (Food Science, Nutrition, Chemistry, Biochemistry) or significant technical experience within a food science environment, including wet chemical and dry laboratories;
- Significant experience in the management of technical services within a large organisation, with demonstrable ability to lead, build, motivate, manage, train and develop successful teams of technical staff across a range of scientific and laboratory based facilities;
- Experience of contributing to research or equipment grant applications, with the ability to interpret technical requirements and support costings;
- Experience of teaching delivery at undergraduate and postgraduate level,
- Proven ability to lead by example, consistently demonstrating flexibility, resilience, and a proactive approach in fulfilling the demands of the role and adapting to changing priorities;
- Broad understanding and in-depth knowledge of relevant health, safety and compliance legislation and regulations, experience of safety management of hazards associated with a wide range of chemicals and safe handling and disposal;
- Excellent IT and analytical skills using a range of specialist software;
- Ability to draft, adapt, implement and audit procedures and policies, ensuring they are in line with university, statutory and legislative guidelines;



- Ability to contribute to specification documentation for the procurement and service of complex equipment and to provide scientific data in written format for management; ability to manage budgets, write financial reports and produce statistical information;
- Excellent organisation and communication skills with the ability to communicate with multiple stakeholders, with positive, open and objective attitude toward others, to value and support colleagues;
- Actively demonstrate commitment to professional development, advance knowledge, understanding & competencies.

### Desirable

- NEBOSH/IOSH or other accredited safety qualification;
- Experience of planning and executing facilities refurbishment projects.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Emma Black, Faculty Technical Services Manager**

Email: [e.v.i.black@leeds.ac.uk](mailto:e.v.i.black@leeds.ac.uk)

## Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Please note that this post may be suitable for sponsorship under the Skilled Worker visa route, but first-time applicants might need to qualify for salary concessions. For more information please visit: [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa).

Find out more about the [Faculty of Environment](#)

Find out more about the [School of Food Science and Nutrition](#)

Find out more about our [Research and associated facilities](#)



Find out more about [Equality in the Faculty](#)

## **Working at Leeds**

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

## **Our University**

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the School of Food Science & Nutrition we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

## **Information for disabled candidates**

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

## **Criminal record information**

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

