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| Last updated: | 12/12/24 |

**JOB DESCRIPTION**

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| Post title: | **Design Suite Manager** | | |
| School/Department: | School of Healthcare Enterprise & Innovation | | |
| Faculty: | Medicine | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 4 |
| Posts responsible to: | Director of Programme | | |
| Posts responsible for: | N/A | | |
| Post base: | Office-based at Southampton Science Park, Chilworth | | |

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| Job purpose |
| To take responsibility for the safe and effective running of the School of Healthcare Enterprise & Innovation Design Suite; to provide and develop high quality technical support for the running of the Design Suite and all associated technical areas needed for the School’s specialist education provision. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To ensure the safe running and development of the School of Healthcare Enterprise & Innovation Design Suite including management of specialist equipment, health and safety management, and stock control. | 20% |
|  | To provide comprehensive management and oversight and technical support for the department’s education, research and/or enterprise activity; designing, developing and building specialist machines and equipment and developing solutions, techniques and procedures | 20% |
|  | To contribute to academic publications in the area of technical specialism. | 5 % |
|  | To provide a repair and fault finding service including planned maintenance of equipment and devices within the work environment, advising on future resource requirements and ensuring health and safety standards within the environment are complied with by staff and students. | 10 % |
|  | To oversee the budget of the work area, maintaining appropriate records. | 10 % |
|  | To attend internal and external meetings to ensure the work unit issues are represented. | 10 % |
|  | To demonstrate and advise research staff and students on techniques and the use of materials in relation to University projects, assisting in the interpretation of test results. Provide advice and support relating to the use of any equipment or devices and operate as required. | 10 % |
|  | To plan, organise and manage the work environment; recruiting, training and developing own technical team, and supervising non-technical staff. | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Other members of the department/University staff.  External customers  Relevant suppliers and external contacts |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification.  Substantial experience in a relevant technical field, with proven experience of successfully planning and progressing work activities.  Understanding of how the specialist technical services provided by the post holder support the objectives of the University.  Ability to make effective use of standard and specialist computer systems | Membership of relevant technical professional body.  Experience with use of laser cutters  Experience of use with 3D printers  Experience with Computer-Aided Design and Computer-Aided Manufacturing | Application/CV |
| Planning and organising | Able to progress a broad range of activities within professional guidelines and in support of University policy.  Experience of successful project management. |  | Application/ Interview |
| Problem solving and initiative | Ability to apply specialist technical knowledge to analyse complex problems and recommend solutions/plans of action. |  | Application/ Interview |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.  Experience of successfully managing and developing staff.  Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.  Able to formulate development plans for own staff to meet required skills. |  | Application/ Interview |
| Communicating and influencing | Able to provide accurate and timely specialist guidance on complex issues.  Able to use influencing and negotiating skills to develop understanding and gain co-operation.  Ability to communicate effectively with students who may have no prior knowledge or understanding of specific equipment |  | Application/ Interview |
| Special requirements | Willingness to undertake Health and Safety training specific to role. |  | Application/ Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | x |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids | x |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | x |  |  |
| Frequent hand washing | x |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  | x |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | x |  |  |
| Fine motor grips (eg: pipetting) |  | x |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height | x |  |  |
| Repetitive reaching at shoulder height | x |  |  |
| Repetitive reaching above shoulder height | x |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | x |  |  |
| Lone working | x |  |  |
| ## Shift work/night work/on call duties |  |  |  |