

Job Description

Facility Manager

From Land to Sea: Facility for Landscapes, Prospection

School of Archaeological and Forensic Sciences, Faculty of
Life Sciences



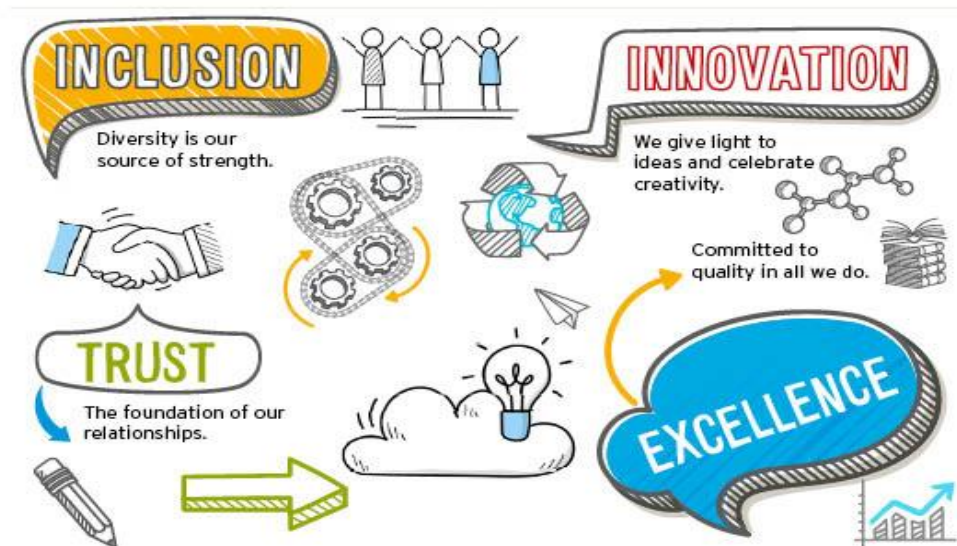
Brief summary of the role

Role title:	Facility Manager
Grade:	Grade 8
Faculty or Directorate:	Faculty of Life Sciences
Service or Department:	School of Archaeological and Forensic Sciences
Location:	Main Campus
Reports to:	Head of School
Responsible for:	NA
Work pattern:	Full-time

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none"> • Degree in a relevant area
Desirable	<ul style="list-style-type: none"> • Masters or higher qualification in a relevant area

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none"> • Detailed and extensive knowledge of theory and practical experience relevant to the Facility e.g. on-shore or off-shore geophysical surveys (magnetometry, GPR, seismic, EMI, ERI) and geophysical data processing, topographical surveying (Total Station, RTK GNSS), ground-based and aerial photogrammetry, UAV operations, TLS/ALS, archaeological soil sample collection and processing, GIS applications • Field experience in a relevant area e.g. geoarchaeology, geophysics, prospection, surveying • Knowledge of the use of IT within prospection and survey, including setting up surveying equipment. • Experience of leading and managing projects. • Leading on Health and Safety in particular areas of responsibility. • Proven ability to provide written reports, including visual outputs, in a timely manner. • Experience of writing and contributing to risk assessments.
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	<ul style="list-style-type: none"> • Knowledge of Health and Safety Legislation relating to field, laboratory and workshop areas and proven knowledge of health and safety in relation to a relevant specialist area. • Good written and oral communication skills and the ability to explain technical information in a manner that promotes understanding. • IT skills include Microsoft Office Skills (Word, PowerPoint, Excel and Outlook). and skills in relevant software (e.g. Geoplot 4, SENSYS Magneto 3.01, RES3DINV, QGIS, Surfer, WAVE GPR, or similar)
Desirable	<ul style="list-style-type: none"> • Knowledge and understanding of the Research and Commercial landscape in the relevant field, domestically and internationally to support the commercial success of the Facility • Practical skills in the maintenance and adaptation of equipment e.g. carpentry, soldering, welding • Experience of leading and developing staff. • Experience of demonstrating in an educational setting. • Experience of working in diversified cultural settings • Publication record in a relevant area. • Experience of producing paperwork for export of instruments • Experience in promotion and publicising, including social media • Full UK driving licence

Personal attributes

Essential	<ul style="list-style-type: none"> • Committed to professionalism including the development of relevant skills, knowledge and experience. • An understanding of the requirements of Data Protection.
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	<ul style="list-style-type: none">• Ability to establish effective working relationships and a consultative approach to problem-solving.• Ability to work physically in outdoors conditions• Ability to work professionally with students, academic staff, external stakeholders and commercial organisations• Excellent organisational skills and the ability to prioritise and deliver a high-quality output to deadlines.• Positive attitude as an effective team player• Responsive and flexible attitude with a customer focus approach
Desirable	

Main purpose of the role

The main purpose of the role is to manage the Facility funded by AHRC under the RICHeS scheme- 'From Land to Sea: a facility for prospection, landscapes and people'. In particular to be responsible for the day-to-day running of the facility. This will include enabling access to the resources, ensuring the safe storage of equipment and booking of both laboratory and field equipment, advice on applications to use the Facility and maintenance of records of use. Where appropriate, they will conduct and contribute to producing outputs of laboratory or field measurements, with the support of the Instrument Managers, technicians or students. The postholder will ensure that equipment is maintained, and warranties are up to date. They will coordinate training in the use of equipment and maintain training records.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

1. To work as a member of several teams, to actively participate in these teams and supporting others to achieve positive outcomes for individuals as well as the team.
2. Contributing to and occasionally leading on significant multidisciplinary complex research, commercial and teaching projects where the outcome is exploratory or not always clear in nature.
3. To provide data outputs as appropriate.
4. Ensuring the safe storage of equipment that makes up the Facility.
5. Booking both laboratory and field equipment, by internal and external users and maintaining records of use with associated reporting.
6. Coordinating training in the use of equipment, either by providing training themselves or with the assistance of appropriately qualified colleagues. Maintaining training records.
7. Ensuring satisfactory maintenance, security, and compliance with Health and Safety regulations for assigned spaces as directed by the Head of School
8. Organising resources (people, equipment and materials) and delivering solutions within time and cost constraints.
9. Ensuring access to Facility resources, as determined by the Management Committee
10. Analysing spaces, equipment, and processes to identify and implement improvements.
11. Being flexible and efficient in a challenging environment and responsive to significant changes in demands and varying priorities.

12. Promoting the use of the Facility and working towards its long-term success (e.g. by acquiring contracts, producing social media and website content).
13. As appropriate to be responsible for conducting and reviewing Risk Assessments (including COSHH) for equipment and process and ensuring any recommendations are implemented and reviewed regularly.
14. Advising Facility users on risk assessments and safe ways of working associated with the use of equipment and fieldwork. Being proactive and taking action as necessary to reduce risk in the environment.
15. To be responsible for leading on health and safety in a number of areas.
16. Maintaining professional standards of health and safety, and security, relating to technical services in the work area. Understand Health and Safety law, policy and practice, and work responsibly within the University policy and guidelines for Health and Safety at all times. Maintain safe working practices and environments at all times whilst maintaining laboratory tidiness.
17. To produce risk assessments and SOPs for equipment in the Facility
18. Offering advice on applications to use the Facility.
19. Liaison with academic and industrial users of the Facility.
20. Ensuring that equipment is maintained, serviced and warranties are up to date.
21. Organising space and equipment within designated areas. Responsibility for the security of these resources.
22. Supporting other members of staff and students in carrying out fieldwork and laboratory work.
23. Ensuring that the correct procedures are followed by staff and students whilst they are based in the Facility, and that they are familiar with health and safety regulations.
24. Conducting laboratory or field measurements, as appropriate to skills and experience.
25. Contributing to publications using the Facility
26. Supporting undergraduate and postgraduate student projects that use the Facility.
27. Routine checking, maintenance, adjustment and repair of equipment.
28. Maintaining standards and behaving in a professional manner.
29. Responsible for continuing professional development including attending development and training courses.
30. Operating in line with the provisions of the University's Equality and Diversity Policy and Health and Safety at Work Policies and relevant legislation and regulations.
31. Understand the University vision and aims and ensure that working practices and behaviours are reflective of the University values.
32. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.