

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Technical Manager (Sustainable Practices)

Salary: £49,534 - £59,644 per annum

Contract Length: Permanent

Hours/FTE: 35

Grade: 6

Location: Kings Cross / Archway

Accountable to: Head of Technical Resources

College/Service: Central Saint Martins / Technical Resources

Purpose of Role:

To provide leadership to a team of Technical Coordinators' and technical staff across the following technical clusters: Print, Fashion and Textiles, Surface and Bio, and Photography. By providing guidance and management to ensure effective performance and full compliance of agreed standards of work. Ensuring the safe and efficient use of technical resources and compliance with legislative guidance.

To take an overview of technical operations particularly around sustainable practices, develop clear strategies and implement policies that enhance the student / user experience of using the technical facilities at CSM.

To contribute as an active member of the Technical Management Group. To attend certain University and College Committees. To deputise for the Head of Technical Resources where necessary.

To be the main point of contact for students, staff and external users for complex technical advice in support of teaching programmes, external activities and research enabling delivery of intended outcomes.

Reporting directly to the Central Saint Martins Head of Technical Resources for operationally devolved responsibilities including:

- Management of specialist technical areas and associated staffing, resource development, facilities, resources and budget requirements. Delegating defined areas of responsibility where necessary.
- Planning individual and group staff development.
- Develop, implement, and monitor our sustainability and environmental policies.
- Monitoring and advising on expenditure of allocated consumables budgets and procurement. Liaison with suppliers.
- Project manage major technical investment and liaise with Estates with summer works

projects etc.

- Contributing to future developments, defining technical resource requirements and specifications. Implementing new digital and emerging technologies.

Duties and Responsibilities:

- Support the Head of Technical Resources in the day to day running and strategic development of College technical teams, evaluating performance and providing support and feedback to team members.
- Provide direction for the College in the planning, development and implementation of technical projects designed to enhance the student learning experience. To significantly contribute to the coordination of an effective technical infrastructure that supports staff and students across the College.
- Liaise with senior academic staff to identify and implement new technical resources in line with course requirements. Participate in course validations and identify through this process where changes or improvements to existing resources should be made.
- Act as led senior technical member of staff in absence of the Head of Technical Resources and to oversee effective technical service in all areas of the College.
- To work with the CSM Building User Group in identifying opportunities to utilise technology with our buildings.
- Work closely with IT Services and College IT teams to review existing services and scope future requirements of course-aligned and College-wide resources.
- Participate in and attend meetings of appropriate College Committees as required e.g. senior management teams, Health and Safety Committee, College Academic Committee and others relevant to the role.
- Carry out reviews and discussions on an annual and ongoing basis with individual technical teams and team members to identify performance and development needs. Keep accurate records and report to the Head of Technical Resources.
- Initiate, gather and evaluate feedback from service users i.e. students, technical staff and academics and generate reports and provide information and key findings to the Head of Technical Resources, identifying necessary service adaptations to ensure service standards are met successfully.
- Coordinate the implementation and purchase of new equipment and resources, working with the College finance team and the Head of Technical Resources to ensure College

financial regulations are adhered to.

- Generate reports concerning use of space/facilities/equipment and allocated consumable budgets, identifying patterns of usage to feed into the planning and allocation of future resources.
- Assist with the capital bid investment programme to ensure the process works to identify key strategic investments in new technologies or equipment that will benefit the College's technical provision and enhance the student experience.
- Supervise Technical Coordinators to ensure compliance with current Health and Safety requirements and procedures in accordance with good practice and the relevant legal requirements. Ensure relevant and up to date records are kept and liaise with Estates and contractors in this regard. Regular liaison with the Health and Safety Advisor to review best practice and compliance in all technical areas.
- Develop the College's relationships with key suppliers and industry partners, promoting industry links across the College's technical spaces.
- To undertake all health and safety duties, responsibilities and training appropriate to a managerial role.
- To keep up to date with new developments within existing and emerging technologies and areas of professional practice.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:

- Head of Technical Resources
- Director of College Administration
- College Operations Manager
- Academic Managers
- Technical Coordinators
- College and University IT Team
- Estates Staff
- Health and Safety Advisors
- External Partners and Agencies

Specific Management Responsibilities

Budgets: Specific technical budgets

Staff: Allocated technical staff

Other: (e.g. accommodation; equipment):

Last updated: May 2023
Howard Taylor

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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

All criteria listed is essential unless marked as desirable

Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Educated to a degree level in a relevant subject or significant experience in a similar role • Experience of strategic and operational management within the FE/HE sector or equivalent experience within relevant industry • Postgraduate degree in Sustainability or Environmental Management (desirable) • Knowledge of occupational Health and Safety environmental statutory requirements • Management experience technical operations. • Project management experience. • Demonstrable understanding of the strategic aims and values of the University
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in an HE organisation and/or within relevant industry • Experience of ISO 14001 implementation or auditing • Knowledge and understanding of relevant Health and Safety legislation and their effective operational implementation • Operational Management • Managing staff • Finance/Budgetary Management
Communication Skills	<ul style="list-style-type: none"> • Communicates information persuasively adapting the style and message to a diverse audience in an inclusive and

	accessible way
Leadership and Management	<ul style="list-style-type: none"> • Motivates and leads a team effectively setting clear objectives to manage performance
Research, Teaching and Learning	<ul style="list-style-type: none"> • Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	<ul style="list-style-type: none"> • Applies own research to develop learning and assessment practice
Professional Practice	<ul style="list-style-type: none"> • Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	<ul style="list-style-type: none"> • Effectively plans and manages operational activities or large projects to achieve long term objectives
Teamwork	<ul style="list-style-type: none"> • Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	<ul style="list-style-type: none"> • Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Identifies innovative solutions to problems to bring a wider benefit to the organisation