



# Workshop Manager

Department	Chemical and Process Engineering ( <a href="http://www.strath.ac.uk/engineering/chemicalprocessengineering/">www.strath.ac.uk/engineering/chemicalprocessengineering/</a> )		
Faculty	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
Staff Category	Technical Services	Reference No	632444
Reports To	Infrastructure Manager	Grade	7
Salary Range	£36,024 - £44,263	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	11/08/2024
Working Arrangements	Fully On-site. Due to the nature of this role, it is based fully on-site.	On Site Facilities	Car parking, sports centre, catering.
Holidays	31 days + 11 statutory days Option to purchase additional holidays.		
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

## Job Advert

The Department of Chemical & Process Engineering (CPE), as one of the key departments within the Faculty of Engineering invites application for the role of Workshop Manager and part of the Department's Technical support team.

CPE is seeking a motivated, enthusiastic and flexible individual who will primarily manage our workshop but will have a broad and varied range of activities as part of the Department's technical support team. The workshop manager will provide workshop and technical support for activities pertaining to research, knowledge exchange and teaching within the department. The department requires workshop and technical support for one undergraduate teaching laboratory and two research laboratories, in addition recruitment and outreach activities. The successful candidate will be experienced and skilled in all aspects of general engineering practices including maintenance, design and manufacturing

The post-holder will liaise with students, staff, and other internal and external stakeholders, therefore requiring excellent verbal and written communication skills.

To be considered for the role, you will be educated to a minimum of HNC/HND level, or equivalent in a mechanical discipline, and relevant practical experience in a similar role. You will have excellent problem-solving skills coupled with experience of working within an engineering research and development environment. The candidate must be willing to take on tasks as directed as well as have the ability to use their own initiative.

## Job Description

### Brief Outline of Job:

The post-holder will be responsible for managing the workshop and supporting laboratory activities as assigned by the Infrastructure Manager. The role will focus on delivering technical, engineering and manufacturing assistance and expertise research and undergraduate projects within the department. These duties will require the post holder to:

### Main Activities/Responsibilities:

1.	Managing and developing workshop facilities (equipment, procedures, stores and budgets) to provide design and manufacturing services, meeting, Departmental research, knowledge exchange and teaching needs that comply with University guidelines. Provide budget reports to senior management.
2.	Provide Expert design and manufacturing of customised equipment using design applications, sourcing materials/components and providing costing.
3.	Supervise and develop other workshop technicians. Managing staff workload and tasks, monitoring quality, to deliver bespoke manufactured equipment and services to deadlines. Monitor progress against objectives and learning development at interim reviews and ADRs for members of the technical team, supporting the needs of the team and the department.
4.	Responsible for the planning and installation of laboratory facilities in both research and undergraduate teaching laboratories, ensuring laboratory provision meets the needs of the department for research, knowledge exchange and teaching delivery.
5.	Working closely with academic and research staff to ensure cost-effective and efficient workshop builds of novel experimental equipment.
6.	Interpreting engineering drawings and advise on design manufacturing techniques and process improvements to students, researchers and academics.
7.	Review internal resource requests for lab-based research and KE grant proposals and make recommendations on costing, such as technical time, manufacturing needs, equipment needs etc.
8.	Involvement in the recruitment of new workshop and other technical staff, including creating further particulars, shortlisting, interviewing and assessing new candidates.
9.	Directly responsibility for the health and safety procedures within workshop. Ensure all equipment and personnel are operating under current safety guidelines. Review and evaluate all Health & Safety documentation associated with workshop. Hold a safety role on the department's Health, Safety and Wellbeing committee.
10.	Developing, demonstrating and assessing reports of undergraduate student laboratory work. This will involve marking of laboratory reports and providing feedback and support for students.
11.	Apply initiative to respond to queries and deal with daily unforeseen problems and circumstances.
12.	Advise the Infrastructure Manager and Head of Department on strategic capital investment in workshop and laboratory equipment, ensuring business continuity.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Educated to a minimum of HNC/HND in mechanical discipline, or equivalent and/or substantial relevant practical experience within a similar role.

D1 Time-Served qualification in an engineering discipline

D2 Leadership/management training or qualification.

### Experience

E2 Experience of undertaking a range of technical support activities

E3 Skilled in the use of conventional engineering workshop machinery

E4 Ability to manage operate and maintain an engineering workshop.

D3 Experience in maintaining laboratory equipment such as analytical instruments

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D4 Experience of supervising members of staff

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### **Job Related Skills and Achievements**

E5 Knowledge and appreciation of health and safety regulations and procedures relating to workshop and laboratory facilities

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E6 Ability to completely interpret engineering drawings.

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D5 Experience of supporting manufacturing of bespoke parts for research development and teaching materials

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D6 Experience with welding and various types of welding equipment

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D7 Evidence of job-related CPD.

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D8 Ability to train and coordinate engineering modern apprentices

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D9 Experienced in working with gas cylinders

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D10 Ability to procure materials and resources to meet operational requirements.

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D11 Trained in the use of CNC machinery with conversational programming

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D12 Rapid prototyping experience

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### **Personal Attributes**

E7 An ability to plan and prioritise workload

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E8 Good verbal and written communication skills, for example, to write up experiments, establish and clarify facts and deal with enquiries.

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E9 Ability to work effectively as a flexible member of a team

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E10 Logical, analytical and systematic approach to solving problems

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E11 A friendly, courteous and helpful disposition

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E12 A proactive approach to learning and developing

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E13 Ability to use own initiative to resolve tasks/queries, resulting in a positive outcome

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## **Application Procedure**

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Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## **Other Information**

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Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Matthew Kidd, Infrastructure Manager ([matthew.kidd@strath.ac.uk](mailto:matthew.kidd@strath.ac.uk)).

### **Conditions of Employment**

Conditions of employment relating to the Technical Services staff category can be found at: [Conditions of Employment](#).

### **Rewards and Benefits**

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### **Probation**

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

### **Pension**

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

## Interviews

Formal interviews for this post are expected to be held on 23/08/2024.

## Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

