



## SCIENCE TECHNICIAN MANAGER - Required to start ASAP

We are seeking to appoint an enthusiastic, capable, and suitably experienced individual to work as a member of the Science Technician Team. The key function of this post will be to lead and manage the work of six technical staff in undertaking their required duties servicing the practical requirements across all Science disciplines. In addition, the post holder will themselves perform the technician requirements as detailed on the relevant job description.

Within the Technician Team the technicians and assistants are organised by the Technician Manager to work within individual departments and also, essentially, to work across all departments when the needs arise through pressure of work, absences or the need to learn and develop skills in other areas.

The person appointed to this post will be encouraged to develop their management skills to suit the post using the College staff development processes, both during induction and as the needs of the post and the College evolve.

### Contract details:

- **Permanent and Full time**
- **Term time Only - 40 weeks per year** (6 days to be worked during the holidays)
- **37 hours per week** - Monday to Friday (between 8am and 4pm, flexible)
- **£28,966 per annum pro rata salary** (based on a full-time salary of £33,325 per annum).
- **Salary increases annually up to £31,653 over 4 years** (based on a full-time salary £36,417 per annum)
- **Annual leave entitlement of 24 days** (plus bank holidays) rising to 29 days after 5 years service
- **3 months' notice period required**
- **Local Government Pension scheme** <http://www.eastsussexpensionfund.org>

### HOW TO APPLY

Please complete the online application form through TES. **Your application must include a detailed statement outlining how you meet each of the criteria highlighted in orange (see person specification below).** It is very important that your application is in the format requested because candidates will be short-listed on the person specification criteria alone.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on

<http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>



## JOB DESCRIPTION

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Post Title: **Science Technician Manager**

Responsible to: **Head of Faculty**

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### JOB PURPOSE:

- To lead and manage the work of 6 Technicians and assistants in the Science areas in undertaking their required duties. (Average 25%)
  - To undertake a range of Science Technician duties as per the relevant Technician Job Description (Average 75%)
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### SPECIFIC DUTIES:

#### Management Duties

1. To be responsible for the effective performance of the Science Technician Team members and to co-ordinate their work across all areas of the Science Department.
2. To plan and maintain efficient diary and work schedule systems for the whole team to use to ensure consistency and flexibility of provision across the Science areas.
3. To determine necessary staffing levels and allocate work according to curriculum and other needs in order to ensure efficient support to all staff and students within the area.
4. To be responsible for the Health and Safety of the shared working areas and the other technical staff. To plan and maintain efficient systems for keeping departmental Health and Safety records, procedures and policies and regularly review and update them.
5. To contribute to the development of all relevant strategies and plans related to the Science Departments and develop practical work systems in line with those strategies.
6. To plan and maintain efficient systems for recording chemical and equipment stocks and have shared responsibility for all equipment in the area (value approx. £300K).
7. To support team members in their work and ensure that they receive suitable and sufficient staff training and development for their needs.
8. To plan and maintain efficient Quality Assurance systems, service level agreements and surveys etc. and report on these annually through the SARAP process.



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9. To undertake annual PDR reviews with members of the team.
10. To undertake recruitment, induction, probation reviews, support and monitoring of new staff when necessary.
11. To chair regular team and 1:1 meetings with the Technician team.
12. To have regular meetings with HODs to ensure provision is adequate and effective and to plan ahead.
13. To have regular meetings with the Technical Services manager to discuss strategic and staffing issues.
14. To contribute to Support Staff Manager Group meetings and attend Manager's training events when required.
15. Other work of a similar nature as required.

## **Technician Duties:**

As per the job description of a Technician in the relevant Department within the Science area.



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## PERSON SPECIFICATION

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We are looking for someone who can show evidence of the following skills, experience and attributes.

**Please ONLY address the criteria 1, 2, 3, 5, 6, and 9 (highlighted in orange) in your supporting statement.**

**Please use the numbered criteria as headings when writing your statement, giving examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day.**

	Essential	Desirable	Method of assessment
<b>Qualifications</b>			
1. A practical Science degree or Educated to GCE A - level or equivalent in a Science subject with a good practical working knowledge gained from a minimum of two years relevant experience working in a laboratory or practical environment.	✓		Application / Certificates / Reference
<b>Knowledge, Skills and Ability</b>			
2. A knowledge and understanding of practical work across all Sciences i.e. Biology, Chemistry, Physics.	✓		Application / Interview
3. Ability to lead and motivate a team to deliver a high quality service, whilst also working closely within that team.	✓		Application / Interview
4. Ability to plan, co-ordinate and allocate work efficiently and appropriately within a team of people.	✓		Application / Interview
5. Ability to innovate and to initiate new working practices in order to improve service provision.	✓		Application / Interview
6. Ability to communicate clearly and to convey concise information, verbally and in writing, to a broad range of audiences.	✓		Application / Interview
7. Excellent time management and organisational skills.	✓		Application / Interview
<b>Experience:</b>			
8. Previous experience of managing a small team of people.		✓	Application / Interview



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9. Experience of co-ordinating and monitoring workplace Health and Safety policies, procedures and practices.		✓	Application / Interview
<b>Other</b>			
10. Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job.	✓		Application / Interview