Workshop Manager
WMG
£29,799 - £38,833 pa

Do you want to play a pivotal role in an exciting and rapidly expanding organisation at the forefront of innovation?

Do you have the drive and ability to engage and influence?

WMG is a vibrant, cutting edge research institution at the University of Warwick. We have a great opportunity for a Workshop Manager to co-manage and supervise the WMG Technical Services Team and provide support for Students, Academic staff and Industrial Collaborators with regards to research, teaching and events. This is a leadership role that will help drive our technical contribution to innovative research, and offers fantastic opportunities for future career growth.

With a strong background in engineering development, and significant experience of managing complex engineering/laboratory facilities and equipment, you will have the people management skills to inspire and organise the technical workforce to meet its targets.

We are looking for an experienced individual with excellent technical skills across a wide range of engineering disciplines, along with a good knowledge of health and safety requirements and budgetary control.

With a proactive and flexible work ethic you will relish the opportunity to shape this role and contribute to the continued future success of WMG.

In return we will provide you with a great range of benefits which include an attractive pension scheme, 30 days holiday plus Christmas closure, some fantastic savings on a wide range of products and services, and excellent learning and development opportunities.

This role will be advertised shortly on the University of Warwick Job Search pages. If you would like to be considered for this role, please forward your CV to WMGrecruitment@warwick.ac.uk clearly stating the job title that you are interested in, and we will make contact with you when it is advertised. You can also set up job alerts on the University of Warwick Job Search page, so you can be made aware of vacancies that may be suitable when they become available.
JOB DESCRIPTION

JOB PURPOSE:
To co-manage and supervise the WMG Technical Services Team and provide support for Students, Academic staff and Industrial Collaborators with regards to research, teaching and events. To undertake projects and develop systems to support departmental strategy. To provide leadership to the technical team and workshop users and ensure that health and safety procedures are observed.

DUTIES AND RESPONSIBILITIES:

1. To co-manage the day to day running of the WMG workshops, setting targets for a staff of Engineers, Technicians and Apprentices to ensure project goals are met. To manage the workload and expenditure, ensuring electronic databases are kept up to date and continually improved to maintain financial and budgetary control whilst allowing interrogation of data. To decide when it is timely to contract out work based on the appraisal of in-house resources. Ordering of equipment and materials ensuring this is done with budgetary restraints in mind.

2. To co-manage the department’s online work request system for the deployment of technical staff and services. To ensure that customer targets and expectations are met in line with agreed timing programmes.

3. To consult and liaise with academics, students and other WMG staff to provide detailed information and analysis of research data and test results. Dealing with both internal and external customers to meet high levels of technical specification and support to achieve excellent customer satisfaction.

4. To effectively line manage the technical staff within the various WMG workshop environments, monitoring performance with a responsibility for recruitment, training and annual reviews, ensuring the related administrative duties are completed.

5. To co-ordinate the usage of departmental work areas, ensuring programmes are well managed so resources can be allocated correctly. To organise and co-ordinate visits and events. Dealing with other University departments, Industrial collaborators and external contractors to ensure that the equipment housed within the workshops and laboratories remains current and fit for purpose.

6. To ensure health and safety legislation and departmental policies and procedures are being adhered to by the staff and students utilising WMG work areas. To act upon and liaise with the Technical Services Manager and Departmental Health and Safety Advisor to ensure applicable HSE measures are taken. To provide health and safety guidance and, when required, supervision for those working within various workshop settings and other associated laboratories / work areas, with the use of relevant risk assessments, suitable safe systems of work, approved codes of practise and applicable COSHH information.

7. To maintain and continually develop a diverse range of specialist equipment and apparatus, in order to facilitate the research and teaching provided within WMG and to ensure that this is done adhering to current legislation and in the most customer responsive and cost effective manner.
## PERSON SPECIFICATION

**POST TITLE:** Workshop Manager  
**DEPARTMENT:** WMG

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

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<th>REQUIREMENTS</th>
<th>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</th>
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<td>a) Application Form</td>
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- **HND/HNC Engineering Qualification and relevant experience in a related engineering environment.** E  
  MEASURED BY: a)

- **NEBOSH / IOSH or Health and Safety certificate.** E  
  MEASURED BY: a)

- **Completed a recognised Engineering Apprenticeship** E  
  MEASURED BY: a)

- **Substantial experience within an engineering development environment.** E  
  MEASURED BY: a,c,d

- **People management experience in a practical engineering environment.** E  
  MEASURED BY: a,c,d

- **Experience of managing significant technical projects utilising recognised project management software such as Microsoft Project. Substantial health and safety knowledge within a technical environment.** E  
  MEASURED BY: a,c,d

- **Budgetary management experience. Awareness of typical engineering processes and associated health and safety risks.** E  
  MEASURED BY: a,c,d

- **Significant Leadership and Management skills with the ability to motivate, assess, plan and organise resources.** E  
  MEASURED BY: a,c

- **An overall knowledge of engineering processes: including milling, turning, fitting, fabrication. CAD/CAM packages CNC machining, DFM/DFA, welding, automotive, laser and robot control, press tools and tooling, rapid prototyping and material sampling and testing.** E  
  MEASURED BY: a,c

- **Excellent communication skills both written and verbal, allowing for effective collaboration at all levels both internally and externally.** E  
  MEASURED BY: a,c

- **Conversant with Microsoft office software (inc. excel, project, word).** E  
  MEASURED BY: a,c

- **Budgetary management experience.** E  
  MEASURED BY: a,c

- **Excellent interpersonal skills to facilitate interface at all levels.** E  
  MEASURED BY: a,c

- **A high degree of flexibility to ensure a rapid response to the changing needs of both academic and industry lead research is maintained.** E  
  MEASURED BY: a,c

- **A strong aptitude for analytical problem solving.** E  
  MEASURED BY: a,c

- **ILM certificate in first line management or equivalent** D  
  MEASURED BY: a
Further Particulars

Please visit the following links to gain an insight into the extensive technical facilities and the cutting-edge environment within which you would be operating.

https://www2.warwick.ac.uk/fac/sci/wmg/about/facilities/

https://www2.warwick.ac.uk/fac/sci/wmg/business/capabilities/