



Technical Director

Job Ref: A-587516

Faculty: Science and Engineering, Virtual Engineering

Location: STFC, Daresbury Campus

Salary: Depending on qualifications and experience

Range: £50,200 - £61,706

Grade: 9 – Technical Director

Hours of work: Full-Time

Tenure: Permanent

Closing Date: TBA

Interview Date: TBA

Informal enquiries to Dr Gillian Murray, email: gmurray@liverpool.ac.uk

Application Procedure

Applications should comprise:

A completed **applicant information form**

A copy of your **full curriculum vitae**

A statement indicating the reasons for applying for this post and how your training and experience is relevant.

If you have any particular requirements should you be invited to interview, please make this clear in your application.

Submitting Applications

Applications may be submitted by e-mail to jobs@liv.ac.uk or by post or in person to: Human Resources (Recruitment), The University of Liverpool, Hart Building, Mount Pleasant, Liverpool L3 5TQ

ROYAL MAIL – Postal Pricing System. Please ensure that postal applications carry the correct postage according to the weight and measurement of the item, as items with insufficient postage will be held and delayed by the Royal Mail. Details of their pricing system are available online at www.royalmail.com or from a Post Office branch.

Acknowledgement of Applications

Please note that we are unable to acknowledge postal applications. If you would like an acknowledgement please enclose a stamped addressed card or envelope, and place it at the front of your application. If you e-mail your application you will receive an automated acknowledgement.

Shortlisting and Interviews

Shortlisting and interview arrangements are the responsibility of the recruiting department. Please contact **Dr Gillian Murray, email: gmurray@liverpool.ac.uk** if you have a query after the closing date.

Outcome of Applications

Vacancies at the University often attract a large number of candidates and it is not always possible to respond individually to every application. If you have not heard from the recruiting department by **XXXXXXX** please take it that your application has not been successful.

Asylum & Immigration

The University will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified by a member of the Selection Panel.

For support staff vacancies, it is not likely that the University would be able to make a successful application for a Certificate of Sponsorship. For this type of post, it is unlikely that we would be able to appoint an individual who is not currently eligible to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points

Diversity and Equality

The University of Liverpool is committed to diversity and equality of opportunity. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, caring responsibilities, colour, disability, employment status, gender, gender identity, marital status, nationality, race or ethnic origin, religion or belief, sexual orientation, socio-economic status or any other irrelevant distinction. Training is available to support career progression within the University.

Two Ticks Disability: Guaranteed Interview Scheme (GIS)

The University of Liverpool is committed to the employment of disabled people, and as part of our commitment, we guarantee to interview all disabled applicants who meet the essential criteria for a post and consider them on their abilities. If your disability prevents you completing the application form by the specified closing date, or when the vacancy closes early, due to a high volume of applications, please call the Recruitment Team to discuss alternative arrangements.

To apply for a post under the disability GIS, you must disclose your disability (as defined by the Disability Discrimination Act, 2005), and mark **X** in the **yes** box on the Equal Opportunities Employment Form. This form **must** be returned with your application form. Full details of the scheme are available at www.liv.ac.uk/hr/organisational-development/Two_Ticks.htm

Accessibility

If you require copies of documentation in alternative formats, for example, large print or Braille, please contact jobs@liv.ac.uk or telephone 0151 794 6771.

If you have any other requirements which will help you access the application or interview process or employment opportunities at the University of Liverpool, please let us know by contacting jobs@liv.ac.uk or telephone 0151 794 6771.

Pension

The Occupational Pension Scheme associated with this appointment is the University of Liverpool Pension Fund (ULPF). You are encouraged to familiarise yourself with the full particulars of the scheme which can be found [here](#).

Role Description and Employee Specification

The attached Role Description outlines the duties and responsibilities of the position, and highlights the skills and attributes which the post-holder would need to develop whilst in post.

The Employee/Person Specification outlines the criteria to be used in the selection process. Applicants are advised to concentrate in their applications on demonstrating how they meet the selection criteria.



UNIVERSITY CONTEXT

The University of Liverpool is one of the great centers of research, knowledge and innovation and Liverpool research is ranked 20th in the UK's Research Excellence Framework (REF). Our pioneering reputation attracts students, experts and partners from around the world.

The Virtual Engineering Centre (VEC) was established in 2010 with a remit to support the Northwest aerospace sector and wider industry by providing a focal point for leading and emergent virtual engineering technology, research and expertise. The VEC is a University of Liverpool, School of Engineering-led project, and was catalysed through funding from European Regional Development Fund (ERDF) and North West Development Agency (NWDA) and has become a national exemplar model for new technology exploitation.

VIRTUAL ENGINEERING CENTRE

A leading technology innovation centre for engineering development using Virtual Engineering technologies and expertise, the VEC is a centre of excellence offering technology development, research, training and knowledge transfer through the adoption and application of advanced modelling, simulation and 3D immersive visualisation in support of product design and manufacturing innovation to drive global competitiveness.

A career with the VEC provides the chance to be a part of a growing and innovative organisation along with unparalleled opportunities for career development. An exciting place to work, the VEC's expertise comprises an in-house multi-disciplinary team of engineering and business specialists and is supported by leading academics and scientists from the University of Liverpool and the Science and Technologies Facilities Council (STFC).

The VEC works with a range of industrial organisations including BAE Systems and Bentley Motors; innovative SMEs such as BAC Ltd, designers and manufacturers of the MONO Supercar and academic partners across the High Value Manufacturing sector. The VEC is located on the Science and Technologies Facilities Council's (STFC) Daresbury Campus, and through its partnership with the Hartree Centre the VEC has direct access to one of the UK's largest Supercomputing facilities.

ROLE OVERVIEW

The Technical/Operations Director for the Virtual Engineering Centre will be the person responsible for the timeliness and quality of all the VEC technical output as well as ensuring that cost targets are met. He/she will be responsible for the production, maintenance and audit of all technical procedures and processes within the centre. He/she will also be the prime technical resource in support of the Centre's Director, and commercial team in client liaison and business development. The Technical/Operations Director will also act as Deputy Director of the Centre

CORE ACCOUNTABILITIES

Your prime responsibility is as the overall leader of the VEC Technical team in which role you will be required to set the overall goals, direct and manage the team and provide leadership and expertise on all aspects of the VEC Technical Strategy to both internal and external bodies. Frequently you will manage across teams beyond the boundaries of the VEC and even beyond the boundaries of the University but always ensuring teams interact effectively to achieve the common purpose. As part of the Senior Management Team the Technical Director will be responsible for establishing and developing the strategy for the VEC's multi-disciplinary teams ensuring alignment between it and the overall business strategy.



The team is expected to grow significantly in the near term and your ability to manage this expansion in a manner that provides consideration and sensitivity will be crucial.

As Technical Director you will be expected to make strategic decisions that affect both the team and the organisation and will have an impact will endure for some time. . This strategic activity will affect large parts of the institution and will involve collaboration in national and international activities. You will support the director in developing long term plans and have responsibility for the operational planning and organisation of larger programmes or areas of work that will require the co-ordination of a number of teams forming plans and making decisions that are far reaching, complex and long lasting. In addition it is inevitable that you will be required to provide advice or input to the decision making of others which will affect the whole institution impacting on policy and operations across the majority of departments and most members of staff or students. This will include responsibility for content approval for any UG/PG/PD courses sponsored by the Centre and/or its partners.

Recognised as an authority in the field of Virtual Engineering within both the institution and amongst external peers you will act as a source of expertise, set performance standards, monitor progress and assesses and reassesses priorities. Gaining, assessing feedback and devising plans to improve outputs in all areas will be a necessary part of the role. It is likely that, to have the necessary credibility, you will have spent considerable time within a relevant industrial context.

Your guidance and advice will influence developments within the VEC and the University.

As a senior member of the VEC management team you will be expected to be able to communicate ideas and concepts regarding its activities and role and to be able to develop novel methods of communicating these ideas to non-specialists within the university, within industry and/or with external media.

KEY RESPONSIBILITIES

- You will provide training, guidance and feedback to other members of the team based on their own knowledge and experience, both on a formal and informal basis, identifying training and development needs of team members, arranging for such development and providing feedback and guidance on overall performance.
- You will be responsible for the delivery and quality of the outputs from the Technical Team/Work Packages and for the adherence to the VEC project management plan where applicable
- You will develop, introduce and maintain a transparent Centre management system in terms of quality, productivity, working practices, staff development and customer interface for the technical teams
- You will chair regular meetings of the VEC Technical Team and review all outputs from the Technical Teams.
- You will prepare and deliver presentations to key stakeholders, clients and potential customers as required
- You will be responsible for the development of the VEC operational procedures, case studies, and relevant methodologies.
- You will undertake such other duties as may be assigned by the VEC/Hartree Board and/or the accountable body.



- You will be expected to make a personal commitment to virtual engineering values, concepts and practices
- You will be comfortable with solving several complex problems at the same time which do not have a clear solution and where there is little available guidance.
- You will liaise with individuals outside the Centre and participate in internal and external networks in addition to initiating, building and, where necessary, leading both internal and external networks to influence events or decisions of others and to pursue shared interests. In addition the Technical Director will establish themselves as the authoritative voice of the VEC at key industry conferences and events.
- As Technical Director you will be expected to have, or be able to gain, at least an SC security clearance.
- You will be encouraged and supported in continuous professional development activities.

More information about the work of the VEC can be found at: <http://www.virtualengineeringcentre.com/>

PENSION

The Occupational Pension Scheme associated with this appointment is the Universities Superannuation Scheme (USS).

Full particulars of the scheme can be obtained, on request, from the Director of Human Resources.

An acceptance of this appointment will be taken as an application to join USS and have the appropriate contributions deducted from salary unless the Director of Human Resources is expressly notified in writing either before commencing employment, within three months of that date or on expiry of three months notice, that the appointee intends to make his or her own pension arrangements.

Should the appointee decide to make his or her own personal pension arrangements, the University will not contribute to the personal arrangement. No other form of supplementation of pension benefits will be available from the University.

It may be possible for a newly appointed member of staff who has not been in USS to have his or her accrued benefits from his or her former pension scheme transferred to the USS. In such a case, USS will be asked to investigate a transfer payment and will provide, on actuarial advice, a proposal for a number of years' credit in USS which such payment would secure. The member of staff is at liberty either to accept this or elect to deal with his or her accrued benefits as determined by the rules of his or her former scheme.

