

The UK 850 MHz Solid-State NMR Facility Job Description for the Facility Manager

Overall:

To ensure users of the 850 MHz NMR spectrometer are enabled to make the best possible use of their allocated time at the facility.

Specific Duties and Responsibilities:

(A) Support for Facility users:

- (1) Ensuring the spectrometer and associated equipment, e.g., probes, rotors, etc., operate to a standard commensurate with a national facility
- (2) Preparing the 850 MHz for use by users, e.g., liaising with users about their precise spectrometer time requirements and checking that the probes that they are travelling (often long distances) to use are in full working order
- (3) Assisting users with measurement and interpretation as required
- (4) Providing appropriate training for new users and continuing training for existing users
- (5) Promoting a positive and welcoming feel to the Facility

(B) Time Allocation Duties:

- (1) Advising and participating in Time Allocation Panel (TAP) meetings
- (2) Scheduling the time on the 850 MHz and informing users of their time allocation
- (3) Running a small number of samples passed on from EPSRC solid-state NMR service (up to a maximum 5% of total facility usage)

(C) Local Management Team:

The Facility Manager is supported by a local management team, including secretarial support (33% full time) and the Facility Executive (FE) Chair. The following are duties of the local management team for which the Facility Manager is expected to take lead responsibility:

- (1) Managing the consumables and maintenance budget for the Facility and reporting on expenditure to the FE
- (2) Assisting non-Warwick users with their travel and accommodation arrangements
- (3) Maintaining the 850 MHz website (<http://go.warwick.ac.uk/850mhz>), which will include (i) a web-based system for applications for spectrometer time, (ii) a past log of daily usage, (iii) a web-based system for depositing user reports, annual research summaries, and user-implemented pulse sequences, as well as reporting publications, presentations and PhD theses associated with Facility use.
- (4) Collecting and compiling user statistics as required by EPSRC

(5) Preparing the annual review (in collaboration with the FE)

(D) Promotion and future direction of the of the Facility

(1) Organizing annual one-day symposia that showcase research carried out at the Facility

(2) Promoting the Facility, in particular by attendance at conferences (chosen conferences to be agreed with the FE) and establishing new user bases within the scientific community funded (or potentially funded) by EPSRC and BBSRC

(3) Acting as liaison between users and the FE (including attending FE meetings)

(4) Participating in the preparation of grant applications for 850 MHz upgrades, additional instrumentation associated with the 850 MHz, and Facility renewal

(5) Ongoing interaction with the instrument supplier

(E) Maintaining knowledge and experience of state-of-the-art solid-state NMR research

(1) Carrying out own, independent "hands-on" research on the 850 MHz and publishing and promoting that work. The Facility Manager will be allocated up to maximum 10% of 850 MHz time by the FE for this purpose, subject to producing outputs of an internationally-leading standard that is appropriate for use of such state-of-the-art high-field solid-state NMR infrastructure

NB: The Facility Manager is not expected to participate in either undergraduate teaching duties or administrative duties (including research grant writing) that are not associated with the UK 850 MHz Solid-State NMR Facility.