

The UK 850 MHz Solid-state NMR Facility:
Local Management Team (LMT): Remit

The local management team (LMT) consists of the Facility Manager, allocated departmental secretary and Facility Executive (FE) Chair (if the Facility Manager and/ or Warwick PI wish to add others to the local team, they need to obtain the approval of the FE). It reports to the FE and is expected to provide a summary of the Facility's operations every six months to that committee. It is responsible for:

General

1. Maintaining the spectrometer and associated equipment, e.g. probes, rotors, to a standard commensurate with a National Facility.
2. Managing the consumables budget for the Facility and present the detail of expenditure every six months (at the FE meetings) – the FE has agreed limits for the level of expenditure that the Facility Manager can approve and what needs to be cleared by the FE first; namely, £1000 for new items of equipment, £5000 for repair/ maintenance of existing equipment. Reasonable cryogen costs can also be incurred without FE consultation.
3. Participating in the preparation of grant applications for hardware development, upgrades and new instrumentation and Facility renewal.
4. Assisting the FE in preparing the annual report.
5. Ensuring that a safe and efficient working environment exists, conducive to the production of top quality research.

Training and expert assistance

6. Training new users and continuing training for existing users.
7. Assessing the competency level of users and setting up probes etc as needed by them, as well as responding to requests for assistance by users.
8. Providing scientific advice, i.e., selection of experiments, spectral interpretation, etc., for current and potential users where appropriate.

Dealing with time allocation

9. Setting up and maintaining a website-based mechanism for applying for Facility time, in accordance with procedures established by the FE and ensuring that all applications are passed to the TAP for assessment and allocation of time.
10. Informing successful applicants of their time allocation.
11. Scheduling time for users and informing users of this in good time.
12. Re-scheduling of time if user cannot/ does not attend (subject to procedures established by the FE/ TAP).
13. Allocation of time that is not allocated by the TAP, e.g., to users making fast-track applications, including service applications referred by the EPSRC service, and for the Facility manager's own research. The amount of such TAP non-allocated time is determined by the FE.
14. Arranging accommodation for users.

Development of the Facility

15. Acting as liaison between users and the FE.