

Job Description

Position:	Technician – Art and FX
School/Service:	School of Art and Creative Technologies
Reference:	ACT-0286-26
Grade:	Grade 5
Status:	Permanent
Hours:	Part time (0.6FTE/ 21.75 hours per week)
Reporting to:	Head of School
Line management Responsibility for:	N/A

Main Function of the Position:

- To act as a support for student learning, teaching and research across the portfolio of Art-related disciplines including support for students' projects and self-directed study.
- To provide a technical support service which meets the needs of academic staff and students, and enables optimum use of University resources. The role includes maintenance and demonstration of a range of equipment and associated processes. Whilst you will have specific discipline areas for which you will provide more dedicated technical support, as part of the larger technical support team you will be required to provide more generic and flexible support across all discipline areas and across the University at times of the year when support for learning, teaching and research activity is less demanding.

Specialist Competencies:

- Whilst all Technicians are required to work across a range of disciplines their specialist practical area requires them to possess the following competencies:
- To act as specialist support for Art and FX students and staff, delivering training to staff and students in the use of a range of materials and techniques appropriate to the discipline and providing generic studio management and maintenance. Knowledge and experience of a wide range of 2D digital and craft-based skills pertaining to the wider Art and Design field.

Principal Duties and Responsibilities:

1. To work in support of the whole range of teaching, learning and research activities undertaken by the University including support for student projects and self-directed study.
2. To prepare studios, workshops, and suites for staff and students in line with academic needs. Ensure these facilities and adjoining areas are in a clean and tidy condition, they conform to Health and Safety standards at all times and that these areas are maintained in a way which enables other functions such as cleaning and security, to carry out their duties effectively.
3. To assist students and staff with the day-to-day function of workshops and studios in Art and FX including the use of a range of equipment and processes.
4. To take responsibility for the health, safety and welfare of those who are using the specialist areas for which the role holder has responsibility and reporting non-compliance issues to their line manager. Including ensuring appropriate safety equipment is available, including Personal Protective Equipment is maintained and in good order and used.
5. To induct and demonstrate safe working practices, the function of the equipment and processes and proper use of materials. Ensure that induction and demonstration records are documented appropriately.
6. Deliver Health and Safety Inductions to students in the areas for which the Technician is responsible; making staff and students aware of the professional code of conduct required when working in the area.
7. Demonstrate and communicate safe working practices as identified through the various risk assessments, the function of the equipment and processes and the proper use of materials. Explain hazards associated with equipment, processes and substances and demonstrate precautions against them including checks to be carried out prior to using equipment.
8. To supervise the designated areas, permitting access to only those students who are recorded as having completed induction and ensuring that they continue with safe working practices at all times.
9. Demonstrate the use of equipment, technical procedures and processes to staff and students within the Technician's specialist area of competence.
10. Develop and prepare material, demonstration aids and samples to be used during demonstrations to build a stock of handouts, diagrams and user instructions, appropriate to each demonstration in all relevant areas.
11. To assist with the scheduling and booking of a wide range of equipment, in the subject area by students and staff. To maintain accurate records of all transactions and to exercise proper controls including an annual stock take.
12. To assist in the preparation, mounting and demounting of exhibitions, including degrees, foundation and postgraduate shows both on and off the University premises.

13. If a “named” driver, to drive the University vehicle or hire vehicle for the purposes of delivery and collection of University equipment, machinery, exhibition materials etc. and other necessary transport related to the work including field trips.
14. To undertake checks to ensure that all equipment is maintained in good working order as required by Health and Safety legislation and to ensure that inventories are up to date and accurate.
15. Undertake regular stock checks and process orders for the requisition of materials and equipment relevant to curriculum needs and Health and Safety requirements.
16. To carry out all work in accordance with the University Health and Safety policies and procedures, including the preparation of COSHH, manual handling and risk assessments and the implementation of mitigating actions and controls and to undertake portable appliance testing.
17. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University’s Equal Opportunities policy and Dignity at Work policy at all times.
18. To give assistance in other practical areas when required.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Note:

This is a description of the position requirements as it is presently constituted. It is the University’s practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Person Specification

Position: Technician – Art and FX		Reference: ACT-0286-26	
School/Service: Art and Creative Technologies		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	Honours degree/higher qualification in relevant subject area	Priority 1	Application Form / Documentation
2 Skills / Knowledge			
2 a)	Competent in the use of 2D equipment within specialist area (Including associated software applications)	Priority 1	Application Form / Interview
2 b)	Competent in the processes and procedures within the specialist area, inclusive of industry standard materials and processes	Priority 1	Application Form / Interview
2 c)	Able to use and demonstrate use of equipment and processes within these areas	Priority 1	Application Form / Interview
2 d)	Able to troubleshoot and fault find in the subject areas equipment	Priority 1	Application Form / Interview
2 e)	Excellent communication skills with the ability to present information clearly, accurately and concisely to students and colleagues	Priority 1	Application Form / Interview
2 f)	Excellent oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner	Priority 1	Application Form / Interview
2 g)	Able to understand and apply standard University regulations	Priority 1	Application Form / Interview
2 h)	Able to organise and prioritise tasks and workload through from the initial stage to completion to achieve work schedules and deadlines	Priority 1	Application Form / Interview
2 i)	Commitment to quality and compliance to standards	Priority 1	Application Form / Interview
2 j)	Proficiency in working with standard office IT applications such as Microsoft Word, Access and Excel, as well as the ability to learn how to access and interrogate in-house systems, including CAD design (or equivalent).	Priority 1	Application Form / Interview / Assessment
2 k)	Proficiency in working with or ability to learn digital 3D processes	Priority 2	Application Form / Interview / Assessment
2 l)	Organisational skills such as planning and arranging external events, stock-control and distribution, booking and controlling specialist rooms.	Priority 2	Application Form / Interview / Assessment

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Criteria		(1/2)	Method of Assessment
3 Experience			
3 a)	Experience of/or ability to provide technical assistance in the specialist area	Priority 1	Application Form / Interview
3 b)	Relevant experience of demonstrating/instructing others (individually and in small groups) in the use of equipment and/or practical techniques/processes	Priority 1	Application Form / Interview
3 c)	A record of excellent customer focused service	Priority 1	Application Form / Interview
3 d)	Proven track record of working effectively in a team	Priority 1	Application Form / Interview
3 e)	Proven track record or working effectively on own, using initiative and prioritising own workload to meet set objectives	Priority 1	Application Form / Interview
3 f)	Experience of undertaking risk assessments/COSHH/Manual Handling assessments	Priority 2	Application Form / Interview
4 Personal Qualities			
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Able to work effectively and contribute as a member of a team, whilst using own initiative as appropriate	Priority 1	Application Form / Interview
4 d)	Display commitment to service excellence and dealing with people in a customer care environment	Priority 1	Application Form / Interview
4 e)	Enthusiasm and commitment	Priority 1	Application Form / Interview
4 f)	Able to work under pressure	Priority 1	Application Form / Interview
4 g)	Able to devise own objectives and work to deadlines	Priority 1	Application Form / Interview
4 h)	Able to work within a service lead environment, shaped by the demands of the users	Priority 1	Application Form / Interview
4 i)	Able to adapt to changing demands, procedures and routines	Priority 1	Application Form / Interview

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Criteria			
5 Other			
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexible and travel as appropriate in order to meet the needs of the services	Priority 1	Interview
5 e)	Able to work flexibly to meet the requirements of the position, in a service operating beyond the standard working day/week/year.	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. Please note it is normally expected that a new appointee will commence at the bottom of the grade.