

TECHNICAL TUTOR REQ210957

Job Grade: Technical Services Grade 6

Job Details:

The School is seeking a high-level, self-motivated Technical Tutor to provide high quality technical teaching, research and enterprise activities.

Reporting to the Senior Technical Officer, staff at this level will be experienced specialists. They will use their knowledge and experience to complement a team of highly skilled staff in supporting Foundation, Undergraduate (UG) and Postgraduate (PG) Teaching, Research and Enterprise within the school. Working from our specialist workshop facilities, the role holder will enable students to develop the understanding, skills, confidence and expertise necessary to employ the appropriate technical elements required for developing and creating their professional practice work.

The role holder will be expected to support this activity through the provision of technical supervision, demonstration, instruction and taught sessions, which they will have developed to support and complement the academic aims of the school's programmes.

Job Duties

- To engage with academic colleagues to develop an understanding of intended learning outcomes for taught Foundation, UG and PG modules which will access the specialist areas to use this as a basis for the design of practical sessions to support the student learning experience through the development of specific technical skills, techniques and understanding.
- In communication with academic colleagues and management staff, agree an appropriate timetabled schedule for the delivery of practical sessions with reference to the modules and Loughborough University systems and protocol.
- To deliver the programme of timetabled practical sessions, including induction, demonstration and taught specialist technical sessions.
- To provide an excellent student learning experience during timetabled and open access workshop sessions; providing opportunities for students to use the skills they are learning and developing in continued practical and applied activities for the production of physical outcomes for assessment, research and enterprise.
- During timetabled and open access sessions to provide ongoing instruction and guidance to build further on existing skills and techniques.
- To support academic colleagues engaged in funded research projects by using expertise and skills to generate novel and innovative solutions for the investigation, design and creation of solutions, the specification and sourcing of materials/equipment or the development of existing/new processes and activities.
- To operate & maintain specialist and complex facilities
- Where required, manage and motivate Technicians and Technical Instructors. Ensure structures and resources are sufficient to enable delivery of an appropriate service to staff and students.

- To be fully aware of current Health and Safety legislation in own area of work; to ensure the work area and all processes, materials and equipment within it are compliant at all times, reporting to the Senior Technical Officer any significant matters relating to Health and Safety.
- To be responsible for and contribute to the continuous development of risk/COSHH assessments specific to the materials, equipment and activities within the area making sure these are followed at all times and that they are stored and used appropriately.
- To be responsible for and contribute to the development and delivery of Health and Safety inductions and supervision so as to ensure the safe use of facilities at all times.
- To be responsible for recording any inductions, demonstrations and taught sessions that are delivered in the area; to ensure records are thorough, complete, up to date and stored both locally and centrally.
- To be responsible for workshop finances and stock levels, providing information and responding to the annual budget round as requested.
- To work closely with the specialist academic staff in planning the future development of the area in terms of facilities and equipment and also regarding succession planning.
- To contribute to assessment of technical components of student work as part of a wider team.
- To fully support open day and outreach activities with the specific remit of providing engaging demonstrations or presentations to inspire the interest and imaginations of potential students.
- Assist with the preparation and supervision of degree/assessment shows or other exhibition activities.
- If required, to act as a contact point for students in relation to pastoral and welfare matters.
- To contribute to the development and support of placement and enterprise activity including short courses, taking a lead in terms of technical content.
- Maintaining contact with external bodies in order to keep abreast of technical/scientific developments relevant to own area of responsibility.
- To oversee the work of others which can include providing work direction and supervision to Technicians and Technical Instructors, contributing to and where applicable undertaking the PDR process as required.
- To work in all areas of the school where the post holder's skill set can be appropriately utilised in response to changing needs and to facilitate the school's ongoing succession plans.
- To undertake any training required in response to changing needs and to facilitate the school's ongoing succession plans.

General

- To participate in School and programme committees or meetings relative to the role holder's area of expertise.
- To engage in training and development programmes in the University which are consistent with the needs and aspirations of the individual and the School.

- To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with university staff, but may also include external organisations and parents.
- To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures.
- To participate in any teaching, research or enterprise event as requested by the associate Deans.
- The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

Ensure that the technical support is available between the hours of 9.00am and 5.00pm. (excluding Wednesday afternoons) in order to fully accommodate advertised, timetabled sessions and open access periods so students are able to work effectively and safely.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to: Senior Technical Officer

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Demonstration/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	<p>Seasoned specialist with significant practical experience in the required technical specialism within the creative industries and/or HE.</p> <p>Experience of producing or supervising the production of high-quality work.</p> <p>Thorough knowledge of equipment management, operation and set up gained in an industrial or teaching environment.</p> <p>Significant experience of effectively managing and prioritizing work in the workshop environment in response to varied demands.</p> <p>Substantial technical instruction in order to facilitate the production of practical work.</p> <p>Experience of making a substantial contribution, as part of a team, to the development of teaching programmes at the highest specialist level.</p> <p>Able to work independently with only overall direction from Senior Technical Officer or other senior staff</p>	1, 2, 3
Skills and abilities	<p>Demonstrably high skill levels in the technical techniques, technologies, processes and applications associated with teaching and research in Design and Creative Arts</p> <p>Expert knowledge of Adobe Creative Suite software with a focus on Photoshop, Illustrator, InDesign, Premiere and After Effects.</p> <p>In depth knowledge of Mac OSX and Windows operating systems.</p> <p>In depth knowledge of both digital and traditional print technologies for the visual communication industry.</p> <p>To have a thorough, applied, knowledge of the technical processes including the ability to produce materials to an excellent standard using the full range of technologies available and an ability to undertake both the preparation and maintenance of equipment and associated materials.</p> <p>To have an extensive knowledge of materials and their properties.</p>	1, 2, 3

	<p>Ability to generate novel and original solutions to problems whilst under pressure</p> <p>To be able to complete both routine and unscheduled maintenance on all items of equipment in the workshops.</p> <p>Understanding of H&S and able to undertake risk assessments and apply knowledge in practical terms for H&S management.</p> <p>Able to communicate clearly and confidently on a variety of technical issues to both inexperienced and experienced audiences.</p> <p>Able to independently organise and prioritise work in response to demand and as part of annual planning rounds.</p> <p>Ability to think originally and strategically in terms of developments within own area.</p> <p>Able and willing to work as part of a team.</p> <p>Able to use IT systems and software required for the role (if not IT specialist role)</p>	
Training	A willingness to undertake further training in response to the changing needs of the school and to adopt new processes procedures as and when required.	1,3
Qualifications	Degree level qualification in a related subject area or equivalent qualification/experience.	1,3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1

Desirable Criteria

Area	Criteria	Stage
Experience	<p>Skills and experience in one or more of the following:</p> <p>Photographic and Video equipment. 3D modelling software. Animation software. UX/UI prototype design software.</p> <p>Experience of providing technical contribution to research/enterprise in terms of practical skills, specialist knowledge and advice as part of proposals, funding applications and the development of specialist facilities.</p> <p>Experience of teaching at University level supported by appropriate registration/accreditation e.g. with HEA</p> <p>Experience of overseeing the work of others, providing work direction and supervision to more junior staff.</p>	1,2, 3

Skills and abilities	<p>Able to develop Virtual Learning Environments and apply them to learning and teaching projects.</p> <p>Personal research agenda and/or ongoing professional practice in the associated specialist area</p> <p>Potential to apply experience as part of a team to combine skills/techniques etc. with other colleagues</p> <p>Able to contribute to the assessment of student work as part of a larger team.</p> <p>Able to contribute to research work in terms of applied skills and methodological approach.</p> <p>To work with colleagues to continually develop and apply technologies and processes to provide a learning experience which is informed by current industry standards.</p>	1,3
Training	<p>Risk management training</p> <p>Industry standard training where applicable</p>	1,3
Qualifications	Associate Fellowship of the HEA or professional registration to associated professional body	1,3

Conditions of Service

The position is full time, Salary will be on Technical Services Grade 6 (£31,406 to £40,927 per annum / pro-rata), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Technical Services staff, details of which can be found [Here](#)

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

Closing date for applications: 12 October 2021.