

Technical Tutor – Textiles Stitch and Weave

Job Ref: REQ241132

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Loughborough University's Technician Commitment

Loughborough University is a signatory of the national Technician Commitment Scheme which pledges to ensure the visibility, recognition, career development and sustainability of their technical staff. The successful candidate will therefore be joining a thriving and visible community of staff with opportunities for collaboration and networking, and a clearly defined career pathway against which they can map and plan their own professional development and career progression.

School summary

The postholder will work in the School of Design and Creative Arts, based across the Textile Stitch and Weave workshops

Job Description

Job Grade: Grade 5, Technical Teaching and Specialist (TTS)

Job Purpose

The postholder will work as part of a team to support and co-ordinate the daily operation of School technical facilities, using their knowledge and expertise to ensure compliance with health and safety regulations and the effective use of technical facilities, equipment and resources. This position provides an invaluable contribution to the learning, teaching and research aims of the School.

Working from our specialist Stitch and Weave workshops the role holder will be supporting students as they develop the understanding, skills, confidence and expertise necessary to employ the appropriate technical elements required for developing and creating their professional practice work. This will include working with 2D and 3D stitch, embroidery and fabric embellishment equipment and software along with traditional and industrial weave equipment.

The postholder will receive general guidance and instruction but will be required to plan and organise their work independently. Initially, tasks will be straightforward within well-established routines and procedures but will increase in complexity and level of responsibility as the postholder's knowledge, training and professional development progresses.

Job Duties

- Support and co-ordinate the daily operation of technical facilities, equipment and resources within the School, assuming a higher level of responsibility for facilities aligned to your specialism, including supervising and co-ordinating the work of other technical staff.

- Provide technical support for teaching, learning, and research activities, including demonstrating and instructing students and staff on equipment use, processes and techniques.
- Keep updated on Health and Safety regulations, implement them and escalate any issues. Carry out risk assessments and other compliance activities as required. If required, be willing to take on health and safety roles within the School, such as first aider and fire marshal. Ensure appropriate clothing, footwear and safety equipment is worn during technical activities.
- Co-ordinate equipment procurement and/or procure equipment and consumables within budget and policy guidelines.
- Develop and maintain technical documentation, such as standard operating procedures, and instructional materials.
- Drawing on your own expertise, identify technical issues and suggest solutions.
- Help prepare for and assist with Open Days, student visit days and outreach activities. Flexibility regarding working hours/days is required at times.
- Maintain good working relationships and communicate effectively with technical staff, academics, students, and visitors, including communicating complex information effectively to varied audiences. Attend and contribute to team meetings within the School and attend University technician networking events.
- Provide cover for any absence of other technical staff, at an appropriate level for the grade, when necessary.
- Complete role-specific training, such as manual handling, jacquard operation, COSHH and risk assessment, and specialist software training. This may require externally provided training.
- Assist with the build up and take down of the Degree Show each year, providing support for associated activities when necessary.
- Undertake other general tasks and duties, commensurate with the grade level, as directed by the Line Manager.

Points To Note

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

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 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 – Test/Assessment Centre/Presentation

3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a workshop environment using the specialist equipment associated with stitch, embroidery and weave activity.	1,3
	Experience of applying relevant processes and techniques, including cutting and sewing using hand and machine sewing techniques with both domestic and industrial machinery. Decorative and constructional work incorporating a wide variety of fabric manipulation and craft techniques. Weaving experience including knowledge of weave structures and lifting plans, use of varied loom types (Table, Floor, ARM, Dobby) and ancillary weaving equipment and processes.	1,3
	Experience of applying good Health & Safety practices in a stitch/weave workshop environment.	1,3
	Experience of providing teaching and learning support to students, including practical demonstration & instruction.	1,3
	Experience of carrying out work and producing physical outcomes using specialist equipment to support this, including table, floor, doobby and ARM looms, domestic and industrial sewing machines, industrial steam irons and embroidery equipment.	1,3
	Experience and understanding of material and fabric types in use in weave, stitch and embroidery and their properties (yarn types, seams for a variety of fabrics etc)	1,2,3
Skills and abilities	Ability to work with professionalism and discretion, in accordance with University values.	1,3
	Ability to use good communication and interpersonal skills to work effectively with others.	1,2,3
	Ability to communicate complex information in an effective and engaging way to a range of audiences, specifically in the area of stitch and weave.	1,2,3
	Ability to work efficiently and accurately, planning and prioritising your own workload to deliver tasks within agreed timescales.	1,3
	Ability to apply your own initiative, be self-motivated and work with minimal supervision.	1,3
	Ability to be flexible and adapt to a changing work environment.	1,3
	Ability to learn new skills, techniques, processes and procedures, and have an aptitude for problem solving.	1,2,3
	Ability to establish and maintain effective documentation, such as standard operating procedures and instructional materials.	1,3
	Ability to use common Microsoft Office software to a good standard.	1,2,3
	Ability to use Adobe Photoshop and illustrator.	1,2,3
	Ability to read and understand weave drafts.	1,2,3
Training	Proven commitment to ongoing professional development, including mandatory and role-specific training.	1,3

Equity, Diversity and Inclusion (EDI)	Commitment to understanding EDI challenges and observing University EDI guidelines.	1,3
Qualifications	Level 3, or equivalent qualification, in a relevant subject, including but not limited to: SVQ/NVQ Level 3/Two A Levels in relevant subject(s) and 5 GCSEs (including Maths and English)/Level 3 Vocational Awards/Advanced Vocational Certificate of Education (AVCE)/BTEC National Diploma/Ordinary National Certificate/Diploma (ONC/OND)/or equivalent qualification in another country. <i>While a Level 3, or equivalent, qualification is preferred, we recognise the value of practical and 'real-world' knowledge and expertise, therefore candidates with a strong industry track record will be considered based on their demonstrated skills, achievements, and contributions to the field.</i>	1
	For creative subjects, qualifications and experience are often at a degree level in a related subject such as textile design and this can serve as sufficient application criteria.	1
Other	Willingness to provide support for events, such as University open and visit days (occasional Saturday working may be required).	1,3
	Willingness to support the installation and takedown of annual degree shows and public visit days associated with the event.	1,3
	Willingness to travel for work purposes, such as visiting suppliers, training and professional development.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of providing technical support in a relevant setting, supporting either teaching and learning or research activities.	1,3
	Experience of either operating and maintaining an industrial Jacquard loom.	1,3
	Experience of purchasing equipment and consumables within agreed budgets, in accordance with organisation procurement policies.	1,3
	Experience of complying with provision and use of work equipment regulations (PUWER).	1,3
Skills and abilities	Ability to co-ordinate and supervise the work of others.	1,3
Training	Willingness to take on wider University roles on behalf of the School/Service, such as Health & Safety or other roles.	1,3
Other	Current driving license (to meet University requirements for driving University/hired vehicles).	1,3

Conditions of Service

The position is **full time** and fixed term for 6 months from start date. Salary will be on the **Technical Teaching and Specialist** job family at Grade 5 from £28,879 to £33,882 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 1-5, which can be found at: <https://www.lboro.ac.uk/services/hr/conditions-of-service/>.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found at: <http://www.lboro.ac.uk/services/hr/support/>

The University offers a wide range of employee benefits, which can be found at: <http://www.lboro.ac.uk/services/hr/benefits/>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme, which can be found at: <https://www.lboro.ac.uk/services/hr/topics/childcare-support/>

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. Further information on Athena SWAN can be found at: <http://www.lboro.ac.uk/services/hr/athena-swan/>