

## Technician

Job Ref: REQ260101

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 post holder will work closely with Academic and Technical staff in developing high quality pedagogic approaches in facilitating the taught programmes, and to ensure outcomes of a high standard. The postholder will work in Edward Barnsley, Creative Arts, within the School of Design and Creative Arts, which is one of the premier schools in the UK and has a strong international reputation. The postholder will work across the Fine Art and Textiles Print facilities.

### 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.

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 training, safe use of a gas boiler and autoclave. This may require externally provided training.
- To assist with the preparation of studios for teaching and exhibition purposes and to support external events.
- To support open day and outreach activities with the specific remit of supporting/delivering demonstrations or presentations to inspire the interest and imaginations of potential students.
- 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 laboratory, workshop or other technical facility where traditional printed textiles are produced.                               | 1,3   |
|                      | Experience of applying relevant processes and techniques specific to the preparation of dyes, equipment and spaces relating to printed textiles.           | 1,3   |
|                      | Experience of applying good Health & Safety practices in a relevant setting.   | 1,3   |
|                      | Experience of complying with relevant standards and regulations, including COSHH, PUWER, Noise at work regulations and manual handling.                    | 1,3   |
|                      | Experience of providing teaching and learning support to students, including practical demonstration & instruction.  | 1,3   |
|                      | Experience of carrying out experiments and studies and using the equipment to support this, including exposure units, drying cabinets and steam equipment. | 1,3   |
|                      | Experience of working with, processing and testing dye samples - natural, synthetic, reactive and vat, in combination with a range of different materials. | 1,3   |
|                      | Experience and knowledge relating to fibre types and the way they behave in relation to dyeing..   | 1,2,3 |
|                      | Experience and knowledge of silk screen printing and repeat printing using dye print pastes and binders.   | 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 printed textiles.         | 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 the adobe photoshop and illustrator   | 1,2,3 |
| Training                              | Proven commitment to ongoing professional development, including mandatory and role-specific training.   | 1,3   |
|                                       | Safe use of a steam boiler   | 1,2,3 |
| 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.<br><br><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     |
|                                       | An undergraduate degree in an equivalent area.   | 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 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, testing and maintaining equipment, including, gas equipment, steam equipment, drying cabinets, exposure units and print tables. | 1,3   |
|                      | Experience of purchasing equipment and consumables within agreed budgets, in accordance with organisation procurement policies.                                 | 1,3   |
|                      | Experience of providing teaching and learning support to students, including practical demonstration & instruction.   | 1,3   |
|                      | Experience of working with, processing and testing samples using natural dyes.  | 1,3   |
|                      | Experience of working with bioplastics  | 1,2,3 |
| Skills and abilities | Ability to co-ordinate and supervise the work of others.  | 1,3   |
|                      | Ability to use common Microsoft Office software to a good standard.   | 1,2,3 |

|          |  |     |
|----------|--|-----|
| 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 **part time** and **open-ended**. Salary will be on the **Technical Teaching and Specialist** job family at **Grade 5**, £29,179 - £34,132 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/>