

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Technical Coordinator Digital Anthropology Lab	Salary: £37,265 - £44,708 pro rata pa
Contract Length: Permanent	Hours/FTE: 0.6
Grade: 5	Location: John Princes Street
Accountable to: Technical Manager (3D & Science)	College/Service: London College of Fashion

Purpose of Role:

To effectively and efficiently manage the Digital Anthropology Lab within the College, including day to day line management of a small technical team.

To liaise and report to the appropriate Technical Manager and the Director of Technical Resources and Learning Environments for operationally devolved responsibilities and to ensure that the service user experience meets the University's defined professional and quality standards.

Duties and Responsibilities

- To lead the technical team, including allocating duties, PRA's, induction, probation and 1:1 meetings.
- To ensure that key priorities are met on a day to day basis for the delivery of technical resources (people, facilities and equipment) within DAL for both academic delivery and commercial provision.
- To contribute to the development of team members in agreement with the Technical Manager.
- To provide coaching/mentoring and training of team members within areas of specialist expertise and regularly cascade information and updates from relevant groups and committees within the College and University.
- To monitor service delivery and users needs to ensure that service standards are delivered successfully and ensure the safe and efficient use of technical resources in Golden Lane/Mare Street, escalating key issues to the Technical Managers.
- To liaise with Technical Manager and with regular and specialist suppliers, when sourcing materials and placing orders. Keep accurate records of transactions and monitor consumables budgets.
- To liaise with the appropriate staff to ensure the safe and effective use and booking of specialist facilities and for students bookings related to learning activities within the above areas of responsibility.
- To manage the day to day running of facilities in liaison with devolved responsibilities from the Technical Manager, dealing with suppliers and contractors with the management of projects to deliver development and change where necessary.
- To contribute to the project planning and delivery of exhibitions and events within the College.
- To contribute as part of the Course team and Technical Team, making recommendations and providing information to contribute to the delivery of the curriculum, course design and quality monitoring.
- To supervise and contribute to learning activities in accordance with course objectives, providing specialist technical expertise, guidance and advice, training and support as required.
- To implement and coordinate professional and statutory diarised schedules of security and safety testing and maintenance for equipment, machinery, tools and facilities, liaising with technical team members.
- To ensure compliance and safe working practice with current Health & Safety requirements and procedures in accordance with best practice and the relevant legal requirement and responsibilities appropriate to the role, escalating key issues to the Technical Manager.
- To keep up to date with new developments within existing and emerging technologies, demonstrating and incorporating new techniques and procedures into working practice and cascading skills and knowledge to team members as appropriate.
- Where appropriate to work at a high level within the terms of the glossary of key terms (describing T & L relationships between Technicians and students)
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work

- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

- Research Academic Colleagues
- Technical managers
- Team members
- Course staff
- Suppliers
- University and College staff

Specific Management Responsibilities

Budgets: devolved consumables and maintenance budgets for the area

Staff: Matrix line management of technical staff in the DAL

Other: equipment within the specified areas

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Technical Coordinator Digital Anthropology Lab**Grade: 5****Person Specification**

Specialist Knowledge/ Qualifications	Degree or equivalent industry experience <hr/> Postgraduate degree is desirable
Relevant Experience	Key skills may include but not be limited to areas of Computer Vision, Virtual Reality, Augmented Reality, Mixed Reality, physical computing, 3D printing and digital design
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique

	problems
--	----------

Last updated: 24/3/17