

## Job Description and Person Specification

### Job Title – Specialist Technician (Teaching & Learning) Cosmetic Science

Job Description	
<b>Job Title</b>  Specialist Technician (Learning & Teaching) Cosmetic Science	<b>Accountable to</b>  Technical Manager, via Technical Coordinator
<b>Contract Length</b>  Permanent	<b>Weeks per year / Hours per week / FTE</b>  31 / 28 / 0.54
<b>Salary</b>  £36,532 - £44,865 pro rata pa	<b>Grade</b>  4
<b>College/Service</b>  LCF/Technical Resources	<b>Location</b>  20 John Princes Street, London, W1G 0BJ and relocating to Stratford Eastbank from August 2023
<b>Purpose of Role</b> <ul style="list-style-type: none"> <li>To provide professional expertise, guidance and advice and contribute to the delivery of academic activities within the College.</li> <li>To provide support for student learning, informal and formal training and instruction, and the development of proficiency with highly specialist analytical techniques, production methods and technology.</li> <li>To take shared responsibility for running the cosmetic science laboratory, including upkeep, carrying out minor repairs on equipment, and managing supplies.</li> <li>To contribute critical input to student concept and expressive/creative intention, including giving feedback to students and contributing to student formative assessments, with reference to appropriate learning outcomes of the course or project.</li> </ul>	
<b>Duties and Responsibilities</b> <ul style="list-style-type: none"> <li>To take responsibility for the day to day running of the Cosmetic Science Laboratories, including the use and booking of specialist facilities within and with timetabled teaching sessions.</li> <li>To contribute, as a member of the course team, with the planning and development of the programme area, the identification of learning outcomes, including curriculum development, research, and commercial activities.</li> </ul>	

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- To contribute and collaborate with technical team members as required to ensure the key priorities and levels of service are met successfully, compliance with Health and Safety, maintenance, repairs of equipment, liaising with team members, Technical Coordinator and/or Technical Manager.
- To provide feedback to Course Leaders, Technical Coordinators and/or Technical Managers regarding service levels and student requirements to ensure appropriate adaptations are made and contribute to the revision of standards of service delivery.
- To work at an agreed level within the terms of the glossary of key terms (describing T & L relationships between Technicians and Students).
- To contribute to planning, development and delivery of learning activities supporting student learning and research, liaising with Course Leaders and academic staff informally and formally with Course meetings.
- To supervise learning activities, providing expert guidance and advice to students, helping students to identify and supply appropriate techniques, processes, materials, resources, and equipment to meet learning outcomes.
- To provide formal or informal sessions to students that may include one of more, demonstration, instruction with a process/technique, coaching with the development and proficiency of a particular skill, technique, or process.
- To provide feedback to students and contribute critical input to student concept and expressive/creative intention in relation to agreed Course Learning Outcomes.
- To contribute to the project planning and delivery of exhibitions and events within the College.
- To demonstrate a high level of independent responsibility for the diagnosis and resolution of problems and creative/artistic challenges encountered with the execution of that work.
- To carry out detailed and extensive research to support the ability to diagnose and resolve problems of a highly technical, complicated nature, that involves testing and re-testing scenarios and processes to lead to the successful design and achievement of intended learning outcome/execution of work.
- To take responsibility for and oversee the day-to-day operation of specified lab facilities, liaising Technical Coordinator and/or Technical Manager, and ensure the safe use of equipment and facilities.
- To undertake frontline maintenance and repairs liaising with suppliers and contractors to meet statutory and recognised professional procedures and guidelines, as agreed with Technical Coordinator and/or Technical Manager.
- To liaise internally and externally with professionals and recognised practitioners and artists, attend conferences and exhibitions to share and develop ideas, knowledge and expertise that can be translated to support academic learning and research activities.
- To take responsibility for the maintenance of inventories, carrying out risk assessments and appropriate records regarding equipment, stock lists, ordering of stock, equipment, and consumables; servicing and repair of equipment reporting to the Technical Coordinator and/or Technical Manager.
- To provide professional guidance and advice to Technical Coordinator and/or Technical Manager and assist with the commissioning of new equipment including the delivery and

installations of equipment.

- To be involved with the design, production and development of appropriate teaching and learning materials to suit own specific areas of specialist activity and service delivery.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- 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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- 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 Work Relationships

- Technical managers
- Team members
- Course staff
- Suppliers
- University and College staff

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### Specific Management Responsibilities

**Budgets:** Specific consumables budgets

**Staff:** None

**Other:** Immediate working environment / technical facility / area and related equipment

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Signed:

Peter Hill (Recruiting Manager)

Date of last review: 13/03/2023

## Job Title: Specialist Technician: Cosmetic Science

Grade: 4

Person Specification	
Specialist Knowledge/ Qualifications	<p>Relevant undergraduate degree in chemistry, pharmacy, cosmetic science, or a related discipline is essential.</p> <p>A postgraduate degree in cosmetic science or a relevant subject such as chemistry, biochemistry or pharmacy is desirable.</p>
Relevant Experience	<p>Experience of working in a scientific, analytical or applications laboratory, testing products for the cosmetic or other industries is essential.</p> <p>Experience of teaching, supporting teaching or planning and delivering training activities in the above fields is desirable.</p> <p>Experience or affinity with solving technical and instrumental issues and performing minor repairs is desirable.</p> <p>Experience with management of supplies, planning, ordering and storage of materials is desirable.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.</p>
Professional Practice	<p>Contributes to advancing professional practice/research or scholarly activity in own area of specialism.</p>
Planning and managing resources	<p>Plans, prioritises, and manages resources effectively to achieve long term objectives.</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups.</p>
Student experience or customer service	<p>Builds and maintains positive relationships with students or</p>

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	customers.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems.

**Last updated:**

13/03/2023