

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Letterpress Specialist Technician T+L

Salary: £26,922 - £33,063

(pro rata to £33, 653 - £41,329)

Contract Length: Permanent

Hours/FTE: 0.8 FTE

Grade: 4

Location: Elephant and Castle

Accountable to: Technical Coordinator – Print & Type

College/Service: London College of Communication

Purpose of Role:

To provide technical support, professional expertise and guidance for students learning. To undertake the informal and formative training and instruction of students through Inductions, Technical Workshops and Negotiated Access in the area of specialised Letterpress and across the Print & Type strand.

The role will be fully conversant with all aspects of Letterpress processes and the development of proficiency with highly specialist techniques, production methods and technology within the Letterpress Studio.

To contribute to students' creative intention, including giving feedback to students and contributing to student learning with reference to appropriate learning outcomes of the course or project.

Duties and Responsibilities

- To provide learning and teaching support to students and staff in the area of Letterpress printing and print proofing, ensuring the safe use and security of the area workshops, equipment and materials. To provide a highly specialist knowledge of Letterpress processes including Setting, Proofing, Locking Up, Printing and Distribution of Type.
- To assist in the development of the Print & Type resources for the benefit of student users, academic staff and to oversee a program of technical inductions to the area.
- To oversee and contribute to maintenance of the inventory of Letterpress Type including organization and distribution of type.
- To take responsibility for the day to day running of the Letterpress studio, including the use and booking of specialist facilities i.e. presses and finishing equipment and to oversee the practical day to day activities of support staff in the area.
- To organise and assist, as part of a team, in the preparation of learning materials and the planning and preparation of displays of work for digital or hard copy materials and overseeing the preparation of inductions and workshops.
- To contribute, as a member of the Print & Type Technical team, working across the strand with the planning and development of the programme area, the identification of learning outcomes, including curriculum development, research and commercial activities.
- 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 and repairs of equipment, liaising with team members, the Print and Type Technical Coordinator and the Technical Managers.
- To work at an agreed level within the terms of the glossary of key terms (describing T & L relationships between Technicians and students). This may include timetabled technical workshops, inductions and operating within a negotiated access environment.
- To provide formal or informal sessions to students that may include, demonstration, instruction with a process/technique, coaching with the development and proficiency of a particular skill, technique or process related to the Letterpress area.
- To contribute to learning support in other areas of the practical workshop provision as and when required.
- 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 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, issuing materials to staff and students, keeping appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables; this may include paper supplies, ink, finishing materials and consumables.
- 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.

General

- 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 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:

- Head of Technical Resources
- Print and Type Technical Coordinator
- Technical teams
- LCC Course Teams
- Suppliers

Specific Management Responsibilities

Budgets: Letterpress

Staff:

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

HERA Ref - SICOM Tech 3

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Letterpress Specialist Technician T+L Grade: 4	
Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Degree qualification or equivalent in letterpress specialism • Specialist knowledge and training in Letterpress techniques, locking up, proofing and computer aided image production • Knowledge in offset, traditional and digital printing systems and printing and finishing methods • Understanding of relevant printing techniques • General understanding of copyright and Intellectual Property issues related to graphic communication industries
Relevant Experience	<ul style="list-style-type: none"> • Good technical experience and operational knowledge of general printing and technical equipment including Lithographic Printing and Print Finishing • Experience of teaching and or demonstrating equipment and techniques related to graphic production • Experience of the University environment, working with and for the student body • Experience of producing and providing induction/training material to help both students and colleagues learn the process • Understanding the health and safety requirements of working with students within a University • Ability to apply skill, knowledge and experience to area of work and seek opportunities to improve facilities and service delivery
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates within a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
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	Uses initiative or creativity to resolve problems.