

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Technical Assistant Media Lab

**Salary:** £23,322 - £27,499 pro rata pa

**Contract Length:** Permanent

**Hours/FTE:** 24 hours a week, 33 weeks a year

**Grade:** 2

**Location:** 40 Lime Grove, London, W12 8EA

**Accountable to:** Technical Coordinator

**College/Service:** London College of Fashion

### Purpose of Role:

To contribute to the delivery of technical services within technical team members in the College with the day to day operation of teaching and learning facilities.

To assist team members with the planning and preparation of equipment and related teaching and learning aids and the distribution of related consumables as designated by the Technical Coordinator

### Duties and Responsibilities

- To contribute provide assistance and advice to students with routine activities, working as directed with technical team members to key priorities identified by the Technical Coordinator.
- To assist team members with the preparation of learning materials and equipment for student and staff use at the start of each day and return and clearing away at the end of each day.
- To assist team members with the mounting and dismantling of exhibitions and other public events.
- To report any problems and obstacles with the delivery of resources and services to team members and the Technical Coordinator.
- To provide assistance to team members with the oversight of student activities in open access or self directed study scenarios.
- To carry out basic preparation and dispense consumables and equipment under the guidance of more senior team members.
- To report user and student complaints to team members and Technical Coordinator.
- To systematically record data and other information as directed by team members to support the monitoring and maintenance of equipment and facilities.
- To conduct the delivery of support to meet recognised expectations of service, standards of tidiness, cleanliness and security in all technical facilities.
- To become familiar with new equipment and practices where necessary by learning from team members and attending training courses internally or externally as deemed relevant to the curriculum or course needs.
- To perform routine housekeeping activities as directed to keep all work areas in a safe, orderly and hygienic condition.
- 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:**

- Team members
- Lead Technician
- Managers and other relevant staff

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment): equipment and immediate learning environment/ facility / area etc

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Media Lab Technical Assistant****Grade: 2****Person Specification**

Specialist Knowledge/ Qualifications	Large format printing and book/magazine printing
	B&W and colour film processing
	InDesign, Photoshop, RIP software and colour management
Relevant Experience	IT based admin systems such as databases
	Experience of working in a photo lab, MiniLab or in reprographics.
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve day-to-day-problems

**Last updated: 23/02/2016**