

#### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Specialist Technician (Learning & Teaching) Cosmetic Science	<b>Salary:</b> £34,326 - £42,155 pa pro rata
<b>Contract Length:</b> Permanent	<b>Hours/FTE:</b> 32.55 hours per week, 52 weeks per year
<b>Grade:</b> 4	<b>Location:</b> 20 John Princes Street, London, W1G 0BJ and moving to Stratford from 2022
<b>Accountable to:</b> Technical Coordinator	<b>College/Service:</b> London College of Fashion

#### Purpose of Role:

To provide professional expertise, guidance and advice and contribute to the delivery of academic activities within the College.

To provide support for student learning, informal and formal training and instruction, and the development of proficiency with highly specialist techniques, production methods and technology.

To take shared responsibility for running the cosmetic science laboratory, including upkeep and carrying out minor repairs on equipment, and managing supplies.

To contribute to students learning by giving feedback on formative assessments, with reference to appropriate learning outcomes of the course or project.

#### Duties and Responsibilities

- To take responsibility for the day to day running of the Cosmetic Science Laboratories, including the use and booking of specialist facilities i.e. research equipment within and outside timetabled teaching sessions.
- To contribute, as a member of the appropriate course teams, 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 LTS 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, 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, i.e. workshops in Open Access or IT teaching rooms, to students that may include one or 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 project proposals, plans and realisation 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 the Cosmetic Science Laboratories, liaising Technical Coordinator and 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 with regard to 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 conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

#### **Key Working Relationships:**

- Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

#### **Specific Management Responsibilities**

**Budgets:** specific designated consumables budgets

**Staff:**

**Other** (e.g. accommodation; equipment): immediate working environment /technical facility / area and related equipment

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**Grade: 4**

Person Specification	
Specialist Knowledge/ Qualifications	<p>Relevant undergraduate degree in chemistry, cosmetic science or a related discipline.</p> <hr/> <p>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 or applications laboratory, formulating and/or testing products for the cosmetic or other industries</p> <hr/> <p>Experience teaching, supporting teaching or planning and delivering training activities in the above fields is desirable</p> <hr/> <p>Experience or affinity with solving technical issues and performing minor repairs is desirable</p> <hr/> <p>Experience with management of supplies, planning, ordering and storage of materials is desirable</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media</p>
Professional Practice	<p>Contributes to advancing professional practice/research or scholarly activity in own area of specialism</p> <p>Membership of a recognised professional body or institute is desirable.</p>
Planning and Managing Resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>

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