

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Technical Coordinator: Media	Salary: £38,694 - £46,423 pa
Contract Length: Permanent	Hours/FTE: 1.0
Grade: 5	Location: 40 Lime Grove, London, W12 8EA
Accountable to: Technical Manager Media, Communication and Performance	College/Service: London College of Fashion

Purpose of Role:

To effectively and efficiently manage the media subject area across London College of Fashion (LCF), including day to day line management of Technical Support staff and Specialist Teaching & Learning Technical staff from subject areas including Moving Image, Photography, Styling, Design, Desktop Publishing and Digital Media.

To coordinate Technical Workshops, Specialist Resource provision and associated policies and procedures, for the School of Media and Communication.

To liaise and report to the appropriate Technical Manager 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 the media area 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 the media area 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, escalating key issues to the Technical Manager.
- To liaise with the Technical Manager and with regular and specialist suppliers, when sourcing materials and placing orders and to 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 e.g. specialist processing rooms, studios and tools, and for students bookings related to learning activities within the media area.
- To manage the day to day running of facilities in liaison with devolved responsibilities from the Technical Manager, dealing with suppliers and contractors, taking on the management of projects to deliver development and change where necessary.
- To oversee the consumables budget.
- 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 deliver inductions and workshops as necessary.
- 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 and/or Head of Technical Resources.
- 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
- 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:

- Technical managers and other technical co-ordinators within LCF
- Team members – Technical Support staff and Specialist Teaching & Learning Technical staff (Moving Image, Photography, Styling, Design, DTP and New Digital Media)
- Course staff – Fashion Media, Communication and Performance Programmes
- Suppliers
- University and College staff e.g. Finance, Estates

Specific Management Responsibilities

Budgets: Yes

Staff: Yes

Other: Accommodation and equipment as appropriate

Signed _____ Date of last review _____

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Person Specification	
Specialist Knowledge/ Qualifications	Degree or equivalent industry experience Project and Team Coordinating experience Teaching and Learning experience
Relevant Experience	Broad experience and understanding of the media subject and industry, with a base of Specialist Knowledge in one or more areas. Key skills may include but not be limited to areas of Photography and Moving image, Styling, Design, DTP, VR/AR/MR. A strong digital competency with evidence of expertise in the use of digital platforms as a means of communication, creativity, collaboration and teaching and learning are essential. Some evidence of cross discipline projects or outcomes is desirable.
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
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: 30/10/2020