

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Book Arts Support Technician	Salary: £16,964 – £20,709 (pro rata to £28,274- £34,515)
Contract Length: 12-month fixed term	Hours/FTE: 21
Grade: 3	Location: Elephant and Castle
Accountable to: Print and Type Technical Coordinator	College/Service: London College of Communication

Purpose of Role:

To provide technical support and guidance for student learning activity in the Book Arts Studio at the London College of Communication. To act as a point of contact for students in self-directed, negotiated learning activities – supporting students and staff to undertake their work in a safe manner.

The role, as part of the Print and Type Team, will provide technical support to the Book Arts department. The role will be fully conversant with multi process skills involved in bookbinding and book design techniques and provide assistance and advice within own levels of expertise.

Duties and Responsibilities

- To provide support to students and staff in the specialised area of bookbinding, ensuring the safe use and security of the workshop, equipment and materials.
- To assist in the development of the printing and technology resources for the benefit of student users, academic staff and a range of production clients. To undertake the daily preparation of the Book Arts Studio and ensure that supplies and consumables are readily available.
- To assist in, the preparation of learning materials and the planning and preparation of displays of work for digital or hard copy materials, this will include maintenance of equipment and ordering of materials.
- 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 be aware of the issues and debates with the field of independent publishing including cross platform and current digital methods of publishing.
- To demonstrate a high level of independent responsibility for the diagnosis and resolution of problems and creative/artistic challenges encountered with the execution of student 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 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, finishing materials and consumables.

- To provide technical assistance to students and support to Specialist Technicians in accordance with service level standards set by the Technical Management Group and by reporting student feedback and issues to team members and Technical Management Group.
- At Degree Shows and Assessment points, assist in the planning, preparation, mounting and dismantling of exhibitions within the studios and college gallery/project spaces under the direction of the Technical Management Group.
- To assist Specialist Technicians with the selection and introduction of new processes and developments, in response to the changing needs of the curriculum.
- To carry out basic and routine maintenance procedures with guidance from qualified staff on a weekly basis and contribute to keeping accurate records.
- To undertake health and safety duties and responsibilities appropriate to the role – ensuring safe and appropriate use of PPE and with an understanding of COSHH and Risk Assessments for the safe use of Machinery and materials within the Print & Type workshop environment.
- 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 through effective use of the University's Planning, Review and Appraisal scheme, staff development opportunities and training.
- To make full use of all information and communication technologies (primarily email, intranet, Canvas, Moodle, iTrent) 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:

- Print and Type Technical Coordinator
- Specialist Technicians in the Technical Team
- Technical Manager and HoTR
- Suppliers

Specific Management Responsibilities

Budgets: None

Staff: None

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

Signed _____
(Recruiting Manager)

Date of last review 12 April 2018

HERA Ref - SICOM Tech 1

Job Title: Book Arts Support Technician		Grade: 3
Person Specification		
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Qualification at degree level obtained in a relevant subject or industry experience • Comprehensive understanding of book design and binding processes, including both traditional and modern production. • Experience of specialist use of Adhesive / Non Adhesive Binding, Blocking, specialist use of Print, Pagination and Layout. • Ability to apply knowledge and experience, sharing learning and experience with staff and or students. • Good knowledge of printing and publishing equipment including Presses and Guillotines • Good knowledge of Health and Safety procedures. 	
Relevant Experience	<ul style="list-style-type: none"> • Good knowledge of contemporary procedures including copyright, proofing and specialised print techniques. • Familiar with a wide range of related software applications including digital imaging and web based applications. • Ability to apply knowledge and experience, problem solving, sharing learning and experience with staff and or students. • Commits to own development through effective use of the University's appraisal scheme and staff development processes. 	
Communication Skills	<ul style="list-style-type: none"> • Ability to provide routine oral and written information clearly and concisely and is able to understand and explain technical terms commonly in use in own area of work. 	
Research, Teaching and Learning	<ul style="list-style-type: none"> • Demonstrable interest in effective teaching, learning and professional practice to support excellent teaching, pedagogy and inclusivity. 	
Professional Practice	<ul style="list-style-type: none"> • Contribute to advancing professional practice/research or scholarly activity in own area of specialism 	
Planning and Managing Resources	<ul style="list-style-type: none"> • Experience of working as a member of a team, providing support, assistance and cover where needed. • Ability to create realistic plans to help effectively manage own workload and prioritisation of work to meet deadlines and achieve personal and team objectives. 	
Teamwork	<ul style="list-style-type: none"> • Work collaboratively in a team and where appropriate across or with different professional groups. 	
Student Experience or Customer Service	<ul style="list-style-type: none"> • Ability to contribute to the adaptation of services and systems to meet customers' needs and helps to identify ways of improving standards. 	
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Experience of solving standard, predictable problems in accordance with procedures and precedent. 	