

#### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Print and Design Support Technician	<b>Salary:</b> £22,619 – £27,212 (0.8 pro rata to £28,274 – £34,515)
<b>Contract Length:</b> 10-month fixed term	<b>Hours/FTE:</b> 28
<b>Grade:</b> 3	<b>Location:</b> Elephant and Castle
<b>Accountable to:</b> Print and Design Technical Coordinator	<b>College/Service:</b> London College of Communication

#### Purpose of Role:

To provide technical support (safe use of machinery, tools, processes) for students in the Print & Design facilities at the London College of Communication.

To act as a point of contact for students in a self-directed, negotiated learning scenario - supporting students to undertake their work in a safe manner where a specialist member of technical staff is available to deal with complex or more demanding issues.

To provide assistance and advice to students within own levels of expertise (with some scope for discretion to order priorities) escalating queries and problems and higher level requests to team members where relevant.

The role will be fully conversant with Screenprinting, as well as at least one of the following techniques: Relief, Intaglio, Stone and Plate Lithography. The role will be fully conversant with digital preparation for screenprinting.

#### Duties and Responsibilities

To support Specialist Teaching & Learning Technical staff in this facility in their delivery of formal Health & Safety Inductions, formative Inductions into processes and Technical Workshops (into the use of a wide range of screen and print specialist techniques and the safe use of specialist machinery). On occasion holding inductions and workshops.

To undertake the daily preparation of the production of prints on a range of substrates. To assist in operation of reproduction technology and provide advice in the area of colour matching and proofing.

To ensure that supplies and consumables, paper, inks, dyes, are readily available and that these areas are maintained in safe and effective working order and that Health and Safety requirements and risk assessments are complied with.

To assist with the delivery of student learning across a range of Programmes and Levels with reference to appropriate learning outcomes of the Course/s or self-initiated projects/ and where appropriate contribute to employing systematic and methodical approaches to problem solving.

To work as part of the Print & Design team to ensure that the facilities opening hours are adequately staffed. This may include occasionally covering late closure as part of a staffing rota for the Print & Design team.

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.

To develop own expertise across a range of printmaking and graphic media, including safe use of standard printing equipment, as well as updating skills and knowledge with new equipment and practices, by learning from team members or attending training courses internally or externally, where deemed relevant to the curriculum.

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 & Design 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 Design 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 \_\_\_\_\_ Date of last review 12 April 2018  
(Recruiting Manager)

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<b>Job Title: Print &amp; Design Support Technician</b>		<b>Grade: 3</b>
<b>Person Specification</b>		
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> <li>• Degree qualification or equivalent experience in printmaking specialism</li> <li>• Fully conversant in screenprinting</li> <li>• Knowledge of digital preparation for screenprinting</li> <li>• Conversant in at least one of the following: relief, intaglio, plate and stone lithography</li> <li>• Good knowledge of Health and Safety procedures.</li> </ul>	
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of a range of printmaking processes</li> <li>• Experience of a wide range of related software applications including digital imaging and web based applications.</li> <li>• Ability to apply knowledge and experience, sharing learning and experience with staff and or students.</li> <li>• Good technical and operational knowledge relevant print equipment, including maintenance and problem-solving</li> </ul>	
Communication Skills	<ul style="list-style-type: none"> <li>• Communicates effectively orally, in writing and/or using visual media.</li> </ul>	
Research, Teaching and Learning	<ul style="list-style-type: none"> <li>• Demonstrable interest in effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity</li> </ul>	
Professional Practice	<ul style="list-style-type: none"> <li>• Contributes to advancing professional practice/research or scholarly activity in own area of specialism</li> </ul>	
Planning and Managing Resources	<ul style="list-style-type: none"> <li>• Plans, prioritises and organises work to achieve objectives on time</li> </ul>	
Teamwork	<ul style="list-style-type: none"> <li>• Works collaboratively in a team and where appropriate across or with different professional groups.</li> </ul>	
Student Experience or Customer Service	<ul style="list-style-type: none"> <li>• Builds and maintains positive relationships with students or customers</li> </ul>	
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> <li>• Uses initiative or creativity to resolve problems.</li> </ul>	

**Last updated: April 2018**

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