

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Specialist Technician (Learning & Teaching)  
Embroidery

**Salary:** circa £33, 653 pro rata pa

**Contract Length:** Permanent

**Hours/FTE:** 18 HRS A WEEK 36 WEEKS A YEAR

**Grade:** 4

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

**Accountable to:** Technical Manager via Technical  
Coordinator or Technical Coordinator

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

### Purpose of Role:

To provide professional Embroidery 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 Embroidery techniques, production methods and technology.

To contribute critical input to student concept and expressive/creative intention, including giving feedback to students and contributing to student 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 Embroidery area within the College, including the use and booking of specialist Embroidery & textile facilities within and outside of timetabled teaching sessions.
- To contribute, as a member of the course team, 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 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 to students that may include one of 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 concept and expressive/creative intention 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 Embroidery & textile facilities, liaising with Technical Coordinator and/or 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 (Embroidery & textiles) 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

**Key Working Relationships:**

- Technical managers and other technical co-ordinators within LCF textiles
- Team members – Textile technicians
- Course staff – Textile cluster and others occasionally
- Suppliers
- University and College staff e.g. Finance, Estates

**Specific Management Responsibilities**

**Budgets:** Embroidery & textiles consumables budgets

**Staff:** Grade 3 Embroidery technicians

**Other** immediate working environment /textiles experimental room & technical facility / area and related equipment

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_

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(Recruiting Manager)

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| Person Specification                       |   |
|--|---|
| Specialist Knowledge/<br>Qualifications    | BA Hons or relevant experience in Embroidery or Textiles.<br><hr/> Knowledge of Wilcom CAD software and digital embroidery machines<br><hr/> Knowledge and experience working with laser cutters<br><hr/> Knowledge of Adobe Illustrator software |
| Relevant Experience                        | Previous Technician experience in Embroidery is desirable<br><hr/> Experience using Cornely, Irish or other hand guided machines  |
| Communication Skills                       | Communicates effectively orally, in writing and/or using visual media.  |
| 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 organises work to achieve objectives on time   |
| 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   |

**Last updated: 5/9/17**

