

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Printmaking Technical Coordinator	Salary: £38,694 - £46,423
Contract Length: Permanent	Hours/FTE: 35
Grade: 5	Location: Elephant and Castle
Accountable to: Technical Resources Manager	College/Service: London College of Communication

Purpose of Role:

To effectively manage the printmaking facilities at the London College of Communication, including day-to-day management of the Printmaking, Screenprinting, Book Arts and Letterpress facilities, and technical staff.

To liaise and report to the Technical Resources Manager and the Head of Technical Resources for operationally devolved responsibilities to ensure that the service user experience meets the University's defined professional and quality standards.

To participate in Teaching and Learning activities within an area consisting of Relief Printing, Intaglio Printing, Lithography, Screen Printing, Book Arts and Letterpress, contributing to the delivery of highly specialist technical workshops and delivering technical support to the agreed levels found within the glossary of terms.

Duties and Responsibilities

- 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 printmaking department for both academic delivery and commercial provision.
- To support student learning in specific technical areas, delivering workshops, inductions and specific one to one support. To advise students and staff on the safe and efficient use of highly specialist technical equipment and processes.
- To contribute to the development of team members in agreement with the Technical Resources Manager and/or Head of Technical Resources. Overseeing safe and practical use of the Printmaking, Screenprinting, Book Arts and Letterpress Workshops.
- To provide coaching/mentoring and training of team members within areas of personal specialist expertise and to regularly cascade information and updates from relevant groups and committees within the College and University.
- To monitor service delivery and user 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 and/or Head of Technical Resources.
- To form relations with specialist suppliers, for sourcing materials and purchasing equipment. Keeping accurate records of financial transactions and monitoring consumables budgets, ensuring that staff are monitoring material and consumable stock levels (ink, paper, finishing materials)
- To liaise with the appropriate staff to ensure the safe and effective use and booking of specialist facilities i.e. print facilities including Screen Beds, Printing Presses, Exposure units and Acid Cabinets.
- To coordinate weekly staff rotas, plan monthly workshop schedules and liaise with academic staff to organise inductions. This will include generating publicity and distributing workshop schedules to the wider college.
- To oversee the day to day running of technical facilities in liaison with devolved responsibilities from the Technical Manager and/or Head of Technical Resources, dealing with suppliers and contractors with the management of projects to deliver development and change where necessary.
- To contribute to the project planning and delivery of exhibitions and events within the College.
- To contribute to learning activities within a specific specialism in accordance with course objectives, providing specialist technical expertise, guidance and advice, training and support as required.

- To ensure safe working practice and compliance with current Health and 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.
- Where appropriate, to work at a high level within the terms of the glossary of key terms (describing Teaching and Learning 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. This role may require working on Saturdays and evenings.

- 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 Resources Manager
- Head of Technical Resources
- Team members
- Course staff
- Suppliers
- University and College staff

Specific Management Responsibilities

Budgets: Printmaking STZ, Book Arts STZ, Letterpress STZ

Staff: Printmaking, Book Arts & Letterpress team: Specialist Technicians, Support Technicians, Technical Assistants

Other: Arts Temp trainees and interns

Signed **Brendan Nobbs**

Date of last review 13 October 2020

(Recruiting Manager)

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • Degree qualification or equivalent in a printmaking specialism and/or relevant experience • Specialist knowledge and training in printmaking techniques, process and concepts including Intaglio, Relief or Lithographic printmaking • Understanding relationship between academic programmes, technical delivery and support. • Good technical and operational knowledge of printing equipment and relevant safety systems, i.e. LEV (local exhaust ventilation) • Thorough knowledge of Health and Safety legislation related to printmaking.
Relevant Experience	<ul style="list-style-type: none"> • Experience of supervising staff, including fractional staff and trainees. • Experience of teaching or demonstrating equipment and techniques related to printmaking, including digital file preparation • Experience of managing budgets and distributing resources efficiently • Experience of applying skill, knowledge and experience to area of work, seeking opportunities to improve. Used as a point of reference by others. • Experience of producing and providing induction/training material to help both new colleagues learn their job, aiding a speedy integration into the team and existing colleagues to improve performance and efficiency.
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.
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity

	Applies own research to develop learning and assessment practice.
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. Proven ability as an operational task leader, assessing and ensuring appropriate resources and support are available to enable the team and individual members to achieve their 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 Experience of exploring content and approach, designing and adapting style and method of delivery to suit learners' needs, taking into account feedback and learners' progress, to assist their learning and to deal with any misunderstandings
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems Ability to analyse problems to identify their cause and take action to prevent recurrence of problems considering all possible solutions to identify those which offer wider benefits. Ability to carry out investigations into complex or sensitive issues, producing reports that identify key issues and findings.

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last Updated: Oct 2020

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