

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Technical Coordinator Science	Salary: £38,694 - £46,423 pro rata pa
Contract Length: Permanent	Hours/FTE: 1.0
Grade: 5	Location: 20 John Princes Street, London, W1G 0BJ and relocating to Stratford from 2022
Accountable to: Technical Manager (3D & Science)	College/Service: London College of Fashion

Purpose of Role:

Effectively and efficiently manage the Psychology and Cosmetic Science technical areas within the College, including day to day line management of a small technical team.

To liaise and report to the appropriate Technical Manager and the Director of Technical Resources and Learning Environments 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, PRAs, 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 science and psychology areas 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 areas of specialist expertise 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 in the lab, 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. 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 and for students bookings related to learning activities within the above areas of responsibility.
- To manage the day to day running of facilities in liaison with devolved responsibilities from the Technical Manager, 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 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 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.
- To 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:

- Research Academic Colleagues
- Technical managers
- Team members
- Course staff
- Suppliers
- University and College staff

Specific Management Responsibilities

Budgets: devolved consumables and maintenance budgets for the area

Staff: Matrix line management of technical staff in the Science and Psychology areas.

Other: equipment within the specified areas

Signed _____ Date of last review _____

(Recruiting Manager)

Job Title: Technical Coordinator, Science and Psychology
Grade: 5

Person Specification	
Specialist Knowledge/ Qualifications	<p>Degree or equivalent industry experience.</p> <hr/> <p>A Postgraduate degree is desirable.</p> <p>Knowledge of eyetracking, galvanic skin response, basic programming skills relevant platforms (i.e. R, python), proficient in SPSS and NVivo, experience working with survey platforms like Gorilla, Psytoolkit and SoSci surveys, strong knowledge of statistics, experience with ethical aspects of working with human participants in and outside of laboratory settings. Knowledge and understanding of working and maintaining labs within higher education.</p>
Relevant Experience	<p>Key skills may include, but not be limited to, areas of:</p> <p>Experience of applying skill, knowledge and experience to area of work, seeking opportunities to improve.</p> <p>Proven ability as an operational task leader, with experience of operational planning and management, assessing and ensuring appropriate resources and support are available to enable the team and individual members to achieve their objectives</p> <p>Ability to clarify, plan and prioritise own work and that of others/Team to achieve objectives to the standard expected, including proactively working with others to achieve personal and team/service area objectives.</p> <p>Ability to consider wider impact of decisions, assessing possible outcomes and their likelihood, challenging decisions appropriately to ensure consideration and processes are robust.</p>

	<p>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.</p> <p>Ability to deal with difficult situations or confidential matters according to policy and procedures, referring to others where necessary and appropriate.</p> <p>Reviews and reports on working practice and the environment to highlight potential risks and hazards.</p>
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