

Job Description

Position:	Technician/Demonstrator – (Textiles and Surface Design)
School/Service:	School of Arts and Creative Technologies
Reference:	ART-122/P
Grade:	Grade 5
Status:	Permanent
Hours:	Full Time
Reporting to:	Head of School

Main Function of the Position:

To act as a support for student learning, teaching, and research across the portfolio of academic disciplines including support for students' projects and self-directed study in Textiles and Surface Design.

To provide a demonstrator/technical support service which meets the needs of academic staff and students, and enables optimum use of University resources. The role includes support and demonstration of a range of equipment and associated processes and first line maintenance. Whilst you will have specific discipline areas for which you will provide more dedicated technical support, as part of the larger Specialist Services and Safety Team you will be required to provide more generic and flexible support across all discipline areas and across the University at times of the year when support for learning, teaching and research activity is less demanding.

Specialist Competencies:

Whilst all Demonstrators/Technicians are required to work across a range of disciplines their specialist practical area requires them to possess the following competencies:

To act as specialist support for Textiles and Surface Design and to maintain these resources and facilities to a high standard. Applicants should be proficient in the specialist area of printed textiles, and demonstrate a wider understanding of applied textile and surface design processes.

Principal Duties and Responsibilities:

1. To work in support of the whole range of teaching, research and commercial activities undertaken by the School including support for student projects and self-directed study.
2. To prepare workshops, dedicated design studios and rooms for staff and students in line with academic needs. Ensure these facilities and adjoining areas / materials storage are organised effectively and in a clean and tidy condition, they always conform to health and safety standards and that these areas are maintained in a way which enables other functions such as cleaning and security, to carry out their duties effectively.

3. To assist students and staff with the day-to-day function of workshops and teaching areas, including the use of a range of equipment, materials, and processes.
4. To take responsibility for the health, safety and welfare of those who are using the specialist areas for which the role holder has responsibility and reporting non-compliance issues to their line manager. Including ensuring appropriate safety equipment is available, including appropriate Personal Protective Equipment is maintained and in good order and used.
5. To induct and demonstrate safe working practices, the function of the equipment and processes and proper use of materials. Ensure that induction and demonstration records are documented appropriately for students, staff and commercial partners.
6. Deliver Health and Safety Inductions to student and commercial partners in the areas for which the Demonstrator/Technician is responsible; making staff, commercial partners and students aware of the professional code of conduct required when working in the area.
7. Demonstrate and communicate safe working practices as identified through the various risk assessments, the function of the equipment and processes and the proper use of materials. Explain hazards associated with equipment, processes and substances and demonstrate precautions against them including checks to be carried out prior to using equipment.
8. To supervise the designated areas, permitting access to only those students/clients who are recorded as having completed induction and ensuring that they continue with safe working practices at all times.
9. Demonstrate the use of equipment and technical procedures to staff, clients and students within the Demonstrators/Technician's specialist area of competence.
10. Develop and prepare material, demonstration aids and samples to be used during demonstrations to build a stock of handouts, diagrams, and user instructions, including printed, digital, photographic, and recorded video formats, appropriate to each demonstration in all relevant areas. Support finishing processes and making up of samples / products for student exhibition or display purposes.
11. Maintain currency with new materials and processes as appropriate to commercial and contemporary craft/design practices, building a library of material resources, researching, testing, sampling new processes to produce teaching aids, as part of curriculum development.
12. To assist with the scheduling and booking of a wide range of printed textile workshop and textile lab activities and equipment. To maintain and access the online student repository for digital print and screen production. To maintain accurate records of all transactions, including student material payments on account, and to exercise proper stock controls, including both regular stock checking and an annual stock take.
13. To assist in the preparation, mounting and demounting of exhibitions, including degrees, foundation and postgraduate shows both on and off the University premises.
14. If a "named" driver, to drive the University vehicle or hire vehicle for the purposes of delivery and collection of university equipment, machinery, exhibition materials etc. and other necessary transport related to the work including field trips and exhibitions.
15. To undertake checks to ensure that all equipment is maintained in good working order as required by health and safety legislation and to ensure that inventories are up to date and accurate.
16. Undertake regular stock checks and process orders for the requisition of materials and equipment relevant to curriculum needs and health and safety requirements.

17. To carry out all work in accordance with the University health and safety policies and procedures, including the preparation of COSHH, manual handling and risk assessments and the implementation of mitigating actions and controls and to undertake portable appliance testing.
18. To give assistance in other practical areas when required.
19. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
20. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
21. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.
22. Ensure a safe working environment and abide by University Health and Safety policies and practices and observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
23. Work flexibly, as required, with colleagues and at locations across the University of Bolton Site/Group

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment is subject to Disclosure and Barring Clearance.

Person Specification

Position: Technician/Demonstrator – Textiles (Arts)		Reference: ART-070/P	
School/Service: School of Arts		Priority	Method of Assessment
Criteria		(1/2/)	
1	Qualifications		
1 a)	Degree in a related subject, or equivalent level qualification	1	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Competent in the use of equipment within specialist area (Including associated software and digital applications)	1	Application Form/Interview
2 b)	Competent in the processes and procedures within specialist area of textiles and surface design – including print (essential), embroidery (desirable), and related applied / digital processes.	1	Application Form/Interview
2 c)	Able to use and demonstrate use of equipment, processes, and materials within these areas	1	Application Form/Interview Assessment
2 d)	Knowledge of health and safety legislation, current Data Protection requirements and awareness of client/student confidentiality	2	Application Form/Interview
2 e)	Excellent communication skills with the ability to present information clearly, accurately and concisely to students and colleagues	1	Application Form/Interview
2 f)	Credible oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner	1	Application Form/Interview
2 g)	Able to understand and apply standard University regulations	1	Application Form/Interview
2 h)	Able to organise and prioritise tasks and workload through from the initial stage to completion to achieve work schedules and deadlines	1	Application Form/Interview
2 i)	Commitment to quality and compliance to standards	1	Application Form/Interview
2 j)	Proficiency in working with standard office IT applications such as Microsoft Word, Access and Excel, as well as the ability to learn how to access and interrogate in-house systems specific to the School of Arts.	1	Application Form/Interview
2 k)	Knowledge of specialist textile dye and print processes: including identification of dyestuffs and fabrics/fibres, chemicals, print pastes, screen production, digital design, production and print processes.	1	Application Form/Interview
2 l)	Knowledge of applied textile processes which may include embroidery, embellishments, digital embroidery, gun tufting and mixed media textiles.	2	Application Form/Interview
3	Experience		
3 a)	Experience of providing technical assistance in the specialist area	1	Application Form/Interview

3 b)	Relevant experience of demonstrating/instructing others (individually and in small groups) in the use of equipment and/or practical techniques/processes	1	Application Form/Interview
3 c)	A record of excellent customer focused service	1	Application Form/Interview
3 d)	Proven track record of working effectively in a team	1	Application Form/Interview
3 e)	Proven track record of working effectively on own, using initiative and prioritising own workload to meet set objectives	1	Application Form/Interview
3 f)	Experience of undertaking risk assessments/COSHH/Manual Handling assessments	2	Application Form/Interview
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Criteria		(1/2/)	
3 g)	Experience of undertaking Portable Applicant Testing	2	Application Form/Interview
4 Personal Qualities			
4 a)	Able to work effectively and contribute as a member of a team, whilst using own initiative as appropriate	1	Interview
4 b)	Display commitment to service excellence and dealing with people in a customer care environment	1	Interview
4 c)	Enthusiasm and commitment	1	/Interview
4 d)	Able to work under pressure and devise own objectives and work to deadlines	1	Interview
4 e)	Able to work within a service lead environment, shaped by the demands of the users	1	Interview
4 f)	Able to adapt to changing demands, procedures and routines	1	Interview
5 Other			
5 a)	Able to work flexibly and remotely as required and travel as appropriate in order to meet the needs of the service.	1	Interview
5 b)	Awareness of the principles and requirements of the Data Protection Act/ Freedom of Information Act, the Bribery Act and Health & Safety, Prevent UKVI	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required