

Job Description

Position:	Technician/Demonstrator – Photography
School/Service:	Arts and Creative Technologies
Reference:	ACT:131/P
Grade:	Grade 5
Status:	Permanent
Hours:	Part Time (10 hours per week)
Reporting to:	Head of School
Line management Responsibility for:	N/A

Main Function of the Position:

- To act as a support for student learning, teaching and research across the portfolio of Photography and related disciplines including support for students' projects and self-directed study.
- To provide a demonstration and 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. You will be required to provide 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 Technicians/Demonstrators 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 Photography providing demonstrations, advice and guidance in all areas of photographic technology involving studio lighting, multiple formats of digital capture (including capture one) and traditional processes

Principal Duties and Responsibilities:

1. To work in support of the whole range of teaching, learning and research activities undertaken by the University including support for student projects and self-directed study.
2. To prepare studios, workshops, and suites for staff and students in line with academic needs. Ensure these facilities and adjoining areas are in a clean and tidy condition, they conform to Health and Safety standards at all times 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 studios in Photography including the use of a range of equipment 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 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.
6. Deliver Health and Safety Inductions to students in the areas for which the Technician is responsible; making staff 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 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 and students within the Technician's specialist area of competence and more generically as required.
10. Develop and prepare material, demonstration aids and samples to be used during demonstrations to build a stock of handouts, diagrams and user instructions, appropriate to each demonstration in all relevant areas.
11. To assist with the scheduling and booking of a wide range of equipment, in the subject area by students and staff. To maintain accurate records of all transactions and to exercise proper controls including an annual stock take.

12. To assist in the preparation, mounting and demounting of exhibitions, including degrees, foundation and postgraduate shows both on and off the University premises.
13. 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.
14. 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.
15. Undertake regular stock checks and process orders for the requisition of materials and equipment relevant to curriculum needs and Health and Safety requirements.
16. 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.
17. To give assistance in other practical areas when required.
18. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
19. 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.
20. 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

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 employees may be required to work at more than one site and be flexible in the working patterns and location.

Person Specification

Position: Technician/Demonstrator – Photography		Reference:	
School/Service:		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	Honours degree/higher qualification in relevant subject area or relevant equivalent experience/qualification	1	CV / Expression of Interest / Documentation
2 Skills / Knowledge			
2 a)	Competent in the use of equipment within specialist area (Including associated software applications)	1	CV / Expression of Interest / Interview
2 b)	Competent in the processes and procedures within the specialist area, inclusive of industry standard materials and processes	1	CV/ Expression of Interest / Interview
2 c)	Able to use and demonstrate use of equipment and processes within these areas	1	CV / Expression of Interest / Interview
2 d)	Able to troubleshoot and fault find in the subject areas equipment	1	CV / Expression of Interest / Interview
2 e)	Excellent communication skills with the ability to present information clearly, accurately and concisely to students and colleagues	1	CV / Expression of Interest / Interview
2 f)	Excellent oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner	1	CV / Expression of Interest / Interview
2 g)	Able to understand and apply standard University regulations	1	CV / Expression of Interest / 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	CV / Expression of Interest / Interview
2 i)	Commitment to quality and compliance to standards	1	CV / Expression of Interest / 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.	1	CV / Expression of Interest / Interview / Assessment
2 k)	Proficiency in working with or ability to learn relevant strands Adobe Creative Suite and specialist software as appropriate.	1	CV / Expression of Interest / Interview / Assessment
2 l)	Organisational skills such as planning and arranging external events, stock-control and distribution, booking and controlling specialist rooms.	1	CV / Expression of Interest / Interview / Assessment

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Criteria			
3	Experience		
3 a)	Experience of/or ability to provide technical assistance in the specialist area	1	CV / Expression of Interest / 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	CV / Expression of Interest / Interview
3 c)	A record of excellent customer focused service	1	CV / Expression of Interest / Interview
3 d)	Proven track record of working effectively in a team	1	CV / Expression of Interest / Interview
3 e)	Proven track record or working effectively on own, using initiative and prioritising own workload to meet set objectives	1	CV / Expression of Interest / Interview
3 f)	Experience of undertaking risk assessments/COSHH/Manual Handling assessments	2	CV / Expression of Interest / Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Able to work effectively and contribute as a member of a team, whilst using own initiative as appropriate	1	CV / Expression of Interest / Interview
4 d)	Display commitment to service excellence and dealing with people in a customer care environment	1	CV / Expression of Interest / Interview
4 e)	Enthusiasm and commitment and able to work under pressure	1	CV / Expression of Interest / Interview
4 f)	Able to devise own objectives and work to deadlines	1	CV / Expression of Interest / Interview
4 g)	Able to work within a service lead environment, shaped by the demands of the users	1	CV / Expression of Interest / Interview
4 i)	Able to adapt to changing demands, procedures and routines	1	CV / Expression of Interest / Interview

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Criteria			
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Health and Safety, Data Protection Act, Prevent, Freedom of Information Act, UKVI and the Bribery Act	1	Interview
5 c)	Commitment to the University’s policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and remotely as required and travel as appropriate in order to meet the needs of the services	1	Interview
5 e)	Able to work flexibly to meet the requirements of the position, in a service operating beyond the standard working day/week/year.	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