

Sample Only

Job Description and Person Specification

Job Title - Specialist Technician (Learning & Teaching)

Job Description	
Job Title Specialist Technician (Learning & Teaching)	Accountable to Technical Manager via Technical Coordinator or Technical Coordinator
Contract Length	Hours/ per week / FTE XX / 0.0
Salary	Grade 4
College/Service	Location
Purpose of Role <ul style="list-style-type: none">• To provide professional 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 techniques, production methods and technology.• To contribute critical input to student concept and expressive/creative intention, including giving feedback to students.• To contribute to student formative assessments, with reference to appropriate learning outcomes of the course or project.	
Duties and Responsibilities <ul style="list-style-type: none">• To take responsibility for the daily running of a specific area within the College, including the use and booking of specialist facilities i.e. darkrooms, studios within and without timetabled teaching sessions.	

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- To contribute, as a course team member, 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 detailed 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.

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Duties and Responsibilities

- 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 specified facilities, liaising 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 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.

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Duties and Responsibilities

- 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 - Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.

Specific Management Responsibilities

Budgets - specific designated consumables budgets

Staff -

Other (e.g. accommodation; equipment, immediate working environment /technical facility / area and related equipment) –

Signed _____ (Recruiting Manager)

Date of review _____ [Type in Details]

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Person Specification

Job Title - Specialist Technician (Learning & Teaching)

Grade - 4

<p align="center">Person Specification</p> <p align="center">E = Essential D = Desirable A = Application T = Test I = Interview</p>	<p align="center">E √</p>	<p align="center">D √</p>	<p align="center">Means of Testing A / T / I</p>
Qualifications/Knowledge and Experience			
<ul style="list-style-type: none"> • Ability to apply skill, knowledge and experience to area of work and seeks opportunities to improve; is used as a point of specialist reference by others. • Relevant qualification in area of specialism. Please specify. • Commits to own development through effective use of the University's appraisal scheme and staff development process. 			
Communication and Service Delivery			
<ul style="list-style-type: none"> • Ability to understand and explain technical/specialist terms commonly in use in own area of work, conveying information of a complex, conceptual and specialist nature adapting communication and media to suit the audience. • Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post. <p style="margin-left: 40px;">MS Office</p> <p style="margin-left: 40px;">Email</p> <p style="margin-left: 40px;">Intranet</p> <p>Recruiting Manager – Please select the essential/desirable from menu below</p> <p>IT application for the specific requirements for the role -</p>	<p align="center">√</p> <p align="center">√</p> <p align="center">√</p>		

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<p>Web/Internet</p> <p>Electronic Diary</p> <p>Black Board</p> <p>Web 2 Technologies</p> <p>Virtual Learning Environment Systems</p> <p>Corporate and/or local software applications relating to the post</p> <p>Please state</p> <ul style="list-style-type: none"> • Ability to ensure that accurate information is passed onto the most appropriate people in a timely fashion to improve working practices. • Experience of participating in an internal or external network to pursue a shared interest. • Ability to maintain up to date knowledge of services available in own and related areas of work, adapting services and systems to meet customers' needs and identify ways of improving standards. • Ability to meet Service Level Agreements by collating feedback and views from customers and keeping up to date with market trends and service developments. 			
Managing Resources			
<ul style="list-style-type: none"> • 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 roles. 			

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<ul style="list-style-type: none"> • Ability to ensure that all team members understand what is expected of them, delegating work fairly and according to ability, monitoring progress through appraisal/probation and taking appropriate action to deal with difficulties or slippage. • 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. 			
Problem Solving			
<ul style="list-style-type: none"> • Ability to contribute to the decision making of others by providing relevant information and opinions. • Experience of solving standard predictable problems in accordance with procedures, and recognises precedent issues that need to be referred elsewhere. • Ability to analyse problems to identify their cause, considering all possible solutions to identify those which offer wider benefits. • Ability to establish basic facts by carrying out appropriate enquiries, identifying and using a range of sources and types of data to produce full and accurate reports and or accounts of situations. 			
Work Environment and Care			
<ul style="list-style-type: none"> • Experience of carrying out routines which require mastery of a range of skills or physical techniques, which require considerable concentration. • Ensures that safe practice and the use of protective equipment and clothing are part of normal day working. 			

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<ul style="list-style-type: none"> • Ability to undertake health and safety duties and responsibilities appropriate to the post. • Commits to the University's Equal Opportunities Policy together with an understanding of how it operates within the responsibilities of the post. 			
<p align="center">Teaching and Learning Related Support</p>			
<ul style="list-style-type: none"> • Ability to explore content and approach, 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. 			