

Job Description

Post title: Technician Bank Staff (Graphic Design)	Post No: D7212
Organisation Unit: School of Art & Design	Date compiled: Dec 2019
Grade: F	Hours per week: Various Weeks per year: Various
<p>Immediate line manager: Technical Team Leader</p> <p>Designation and grade of any staff supervised by the post holder: None</p> <p>Job purpose:</p> <p>As a member of the Technical team, demonstrate equipment and techniques to students, provide technical support and guidance to staff and students on undergraduate and postgraduate level programmes in the School of Art & Design workshops and studios, for any of the following technical areas:</p> <p>A) Subject Area/s supported</p> <ol style="list-style-type: none"> 1. Graphic Design 2. Visual Communication 3. School of Art & Design <p>Principal duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Provide technical support to teaching staff and students during lectures, practical sessions and any other learning activities. 2. Undertake scheduled demonstrations of equipment, processes and techniques for classes and individual students and staff as required, under instructions from an academic. 3. Assist students, including those involved in research, in the development, construction and testing of project work and equipment. 4. Undertake the development of new apparatus and test equipment for use in the teaching and research laboratory and 3rd stream income projects as appropriate. 5. Plan and organise the material and equipment required for teaching, practical laboratory and studio sessions including preparation of materials and setting up of equipment for experiments, ensuring that it is all working correctly. 6. Undertake the maintenance of all machinery within the designated area, ensuring equipment is in good working order. 7. Liaise with key contacts in the wider University body to support own activities/specific tasks, as required. Attend internal/external meetings as appropriate to support standard work activities. 8. Co-ordinate a range of activities or communications on behalf of senior colleagues as 	

9. Contribute to short-term projects within own area/section or as part of a larger school-wide project team to support the achievement of project objectives, e.g. 3rd stream income generation projects.
10. Requisitioning of materials in line with departmental procedures and subsequent stock control.
11. Ensuring that staff and students are complying with the appropriate Health and Safety regulations and undertaking risk assessments, within own area of specialism. May be required train new staff on basic Health and Safety regulations specifically related to own area of specialism as appropriate.
12. The post holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, such as a requirement to work outside normal office hours dependent on the needs of the business.

Special requirements:

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties, and to utilise all resources in an efficient way; minimising impacts to the environment wherever possible.

Job description drawn up by	Owen Baxter Technical Team Leader for Visual Communication	December 2019
Approved for department by	School Technical Manager	December 2019

<http://www.ntu.ac.uk/humanresources/>

Person Specification

Post Title:	Technician – Bank Staff (Graphic Design)	Post No: D7212
Organisation Unit:	School of Art and Design	
Grade:	F	Date Compiled: Dec 2019
Attributes	Essential	Desirable
Knowledge	<p>Understanding of graphic design processes including layout, type, fonts and print finishing.</p> <p>Good knowledge of using Adobe Creative Cloud across Mac & PC platforms, particularly Adobe Photoshop, InDesign, Illustrator and other industry-wide creative applications.</p> <p>Working knowledge of relevant Health and Safety regulations.</p>	<p>Detailed knowledge of printing processes, including booklet production and binding techniques.</p> <p>In-depth knowledge of relevant Health and Safety regulations.</p> <p>Good understanding of digital photography and lighting techniques.</p> <p>Knowledge of portable audio-visual equipment, including cameras, video hardware, sound and projection.</p> <p>An awareness of wider University and HE issues.</p>

<p>Skills</p>	<p>Able to clearly demonstrate processes and techniques to help students use and understand creative applications, including printers and other external hardware.</p> <p>Good organisational skills. Required to work accurately, efficiently and prioritise own workload.</p> <p>Excellent communication skills, at all levels of personnel through a variety of mediums. Able to work under pressure and help students meet tight deadlines.</p> <p>Ability to troubleshoot, escalating complex or serious issues as appropriate.</p>	<p>Ability to supervise others</p> <p>High level of skill(s) in any of the following areas:</p> <ul style="list-style-type: none"> • Image design, composition and layout. • Digital photography & lighting • Film/video editing & post-production • Risograph operation and printing
<p>Experience</p>	<p>Experience of working in a similar role within the creative industries and/or training environment.</p> <p>Experience of operating and maintaining equipment within Art & Design including any relevant regulations, legislation and quality standards.</p>	<p>Experience of providing technical support to students within an education/HE environment.</p> <p>Using online equipment booking systems such as Connect 2 by Lorensbergs.</p> <p>Interest in contemporary Art & Design works, including films, TV, animation and printed media.</p> <p>Experience of installing work in shows, events and exhibitions.</p>
<p>Qualifications</p>	<p>Educated to NVQ Level 3, City and Guilds Level 3, 2 A levels, ONC/OND or equivalent.</p> <p>Recognised apprenticeship or equivalent in a relevant area of work</p>	<p>Relevant degree or equivalent Graphic Design/Art & Design qualification.</p> <p>Completion of Health and Safety training</p>

Competencies	Competency	Level	Competency	Level
	<p><u>Customer Focus</u> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.</p> <p><u>Communicating and Influencing</u> Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p><u>Organisation and Delivery</u> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p><u>Team Working</u> Contributes to team development, seeking and testing improvements to the team's outputs/service.</p> <p><u>Adaptability</u> Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>		

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Approved for department by:	School Technical Manager	December 2019

*** Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check original documentary proof of eligibility to work in the UK**