**Job Description**

**POST**: Creative Technician - Temporary

**SALARY**: Technician

**HOURS**: 21 Hours Week

**LOCATION**: Hartlepool

**LINE MANAGER**: Faculty Leader

**Description:**

Creative Technician will provide support, instruction, and supervision to students in the safe and correct use of the relevant equipment, materials and processes. Duties will also include maintenance of equipment in designated areas, upkeep of relevant stock levels and the maintaining and supervising of the safe and efficient operation of the teaching area.

**Main Duties and Responsibilities:**

1. To oversee and maintain areas where required and to provide specialist technical support and supervision.
2. To plan and carry out effectively and efficiently a programme of induction, demonstration, maintenance and supervision, including production of resources.
3. To ensure that all procedures in respect of the preparation, ordering and setting-up of all equipment and materials for use by lecturers and students are carried out on time to meet timetable commitments and any other deadlines.
4. To ensure that all necessary maintenance procedures for equipment and materials are carried out regularly and that any faults are diagnosed quickly and appropriate action is taken.
5. To ensure that all equipment and materials are stored correctly and safely when not in use and that all necessary cleaning and dismantling of equipment is carried out prior to storage.
6. To ensure that the correct procedures for the distribution and collection of equipment and materials to and from students are adhered to. To update and carry out inventories on a regular basis in respect of such equipment and materials.
7. To ensure as directed that stock levels are maintained and that procedures for ordering stock are adhered to and carried out efficiently to prevent shortages and delays in the availability of equipment and materials.
8. To provide guidance, support and instruction to students and academic staff on the correct technical use of equipment and materials in accordance with safe and approved practice.
9. To provide technical support and assistance throughout the School with regard to handling, setting-up, maintenance and storage of all technical equipment and materials.
10. To review and report annually with the Faculty Leader the relevance of equipment materials and skills delivered by the programme team to current industry thinking and practice.
11. To ensure that any scholarly activity or research undertaken informs curriculum development and the cognitive, technical or practical skills of students or staff.
12. To attend to all such matters as related to the secure, safe and efficient operation of the workshops as required including:
13. Budget control within agreed spending limits.
14. Advising on the purchase of equipment.
15. Ordering and stock control of equipment and materials.
16. Effective and efficient organisation and maintenance of the workshop in order to meet changing curricula needs.
17. Maintenance of a safe, health and secure working environment.
18. Monitoring of health and safety standards and systems within the workshop and the maintenance of up-to-date COSHH records.
19. To instruct, assess and certificate students for use of selected equipment as appropriate.
20. To facilitate the configuring of studios and exhibitions and any other such duties as might be required from time to time commensurate with the level of the post.
21. To help where appropriate and safe to do so, in moving equipment and classroom materials in the preparation of areas for student delivery.
22. Working with staff to provide samples/teaching materials for sessions.
23. Provide students with technical and material assistance during facilitated independent learning as required.
24. Organise teaching space each semester to ensure appropriate equipment is available.
25. Support students with specialist equipment usage.
26. Work with students across different programmes in the use of equipment in their specialist area.

**General Accountabilities:**

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Faculty Leader or the Vice Principal (Higher Education).

**This list is not exhaustive and is only an indication of responsibilities.**

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Creative Technician

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice Principal (Higher Education)

**Specification - Creative Technician**

| Specification, whether essential or desirable and where the specification will be assessed. | Essential | Desirable |
| --- | --- | --- |
| Qualifications |  |  |
| 5 GCSEs including English & Maths |  | Y |
| BA / HND (or equivalent industrial experience)  | Y |  |
| Have or be willing to work towards AHEA Membership | Y |  |
| Relevant industry experience in specialist area | Y |  |
| Experience/knowledge |  |  |
| Ensure machinery and equipment is regularly inspected and well maintained within their areas  | Y |  |
| Ability to present, demonstrate and instruct independently, as well as part of a team. | Y |  |
| To carry out risk assessments and provide support and induction in equipment and processes relating to their specialist field, ensuring a safe working environment  |  | Y |
| Ensure adherence to and implementation of Health and Safety requirements and COSHH regulations  | Y |  |
| Good general IT skills including MS Office (Word, Excel, Access), use of e-mail. |  | Y |
| **Skills and abilities** |  |  |
| Able to demonstrate a genuine interest in their specialist field | Y |  |
| Able to demonstrate currency of skills and knowledge | Y |  |
| Excellent visual and verbal communication skills | Y |  |
| Effective interpersonal skills - able to relate to student and staff from various backgrounds and with varying degrees of knowledge | Y |  |
| Good tact and diplomacy | Y |  |
| Excellent team player encouraging collaboration and interdisciplinary activity | Y |  |
| Ability to remain impartial when dealing with students, acting as a member of the creative community | Y |  |
| Excellent organisational skills with the ability to prioritise and plan a workload to pre-empt problems | Y |  |
| An innovative thinker with the ability to suggest and then initiate creative solutions | Y |  |
| Adaptable and flexible to ensure service delivery meets service needs | Y |  |
| Committed to regular updating of skills and knowledge | Y |  |