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| Last updated: | 06.09.23 |

**JOB DESCRIPTION**

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| Post title: | **Digital Textiles Technician (0.6FTE)** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 3111 – Laboratory Technician | | |
| School/Department: | Winchester School of Art | | |
| Faculty: | Arts & Humanities | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 3 |
| Posts responsible to: | Technical Manager | | |
| Posts responsible for: | None | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To ensure the provision of technical support for Fashion & Textile Design students in Digital fabric printing, CAD Software, Dye Lab 1 and the Laundry. To a quality standard and in compliance with University Health and Safety regulations. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To plan and organise technical support for workshops and demonstrations in Digital Mimaki printing, CAD Software and traditional fabric dyeing and related processes. | 30 % |
|  | To provide instruction and advice using specialist knowledge and experience in relevant areas to groups or on an individual basis, including demonstrations, workshops & training across the Fashion & Textiles programme. | 30 % |
|  | Preparation of records and reference documentation for students and staff, including COSHH, Risk Assessment and learning support documentation. | 10 % |
|  | To adapt and refine work practices and procedures in own area, including monitoring technical standards, highlighting and prioritising any issues for further investigation/research. | 5 % |
|  | To ensure a safe working environment which is compliant with health and safety regulations. To ensure that equipment and resources are used safely and appropriately. | 7 % |
|  | To ensure that the facilities are monitored, maintained, and serviced in accordance with technical and health and safety procedures, and to ensure that equipment and resources are used safely and accurately. To ensure the maintenance of records, stocktaking and replenishing of equipment and materials. | 6 % |
|  | To advise and assist students and staff in the preparation and implementation of Degree Show exhibitions and related events. | 2 % |
|  | To liaise and attend meetings with other technical, academic, administrative and support staff in order to maintain and develop the support of the responsible areas. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| * Academic staff in Textiles and Fashion to ensure the correct support and provision meets the academic study requirements of the curricula. * Line Manager, as part of the Technical Services structure. * Printed Textiles Technicians, to contribute to co-ordination of technical activities within the area. * University approved suppliers and contractors, to resource dyes and chemicals and request repairs. |

| Special Requirements |
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| * Flexibility in working hours during various times in the Academic Timetable. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant technical support roles and job-related training.  Experience of applying understanding of specialist technical equipment, processes and procedures.  Able to demonstrate a good understanding of technical processes relating to work area.  Knowledge of dyeing and fabric printing processes.  Knowledge and experience of working with dyes & chemicals and printing.  CAD Software skills including Photoshop and Illustrator and InDesign. | Relevant degree (or equivalent qualification or experience). | Application form |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Ability to successfully plan and deliver technical support of projects over a period of several months. |  | Interview and  Application form |
| Problem solving and initiative | Experience of contributing innovative ideas in order to solve technical problems.  Experience of using judgement to find solutions to problems for which no standard procedure exist. |  | Interview and  Application form |
| Management and teamwork | Experience of providing training/coaching to colleagues and students in relation to technical tasks  Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to ensure staff are clear about changing work priorities and service expectations. | Successful supervisory experience. | Interview and  Application form |
| Communicating and influencing | Able to elicit information to identify specific customer needs.  Able to offer proactive advice and guidance on technical processes and procedures.  Able to communicate and liaise with users of the technical services, both internal and external to the department.  Experience of demonstration skills |  | Interview |
| Other skills and behaviours | Ability to remain calm under pressure. |  | Interview |
| Special requirements | Willingness to undertake Health and Safety training specific to role. |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) | X |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | X |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | X |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | X |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods | X |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working | X |  |  |
| ## Shift work/night work/on call duties |  |  |  |