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| Last updated: | 22.02.24 |

**JOB DESCRIPTION**

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| Post title: | **Specialist Fashion Technician (1.0FTE)** | | |
| Standard Occupation Code: (UKVI SOC CODE) | TBC (311X) – Depends on Specialist Area | | |
| School/Department: | Winchester School of Art | | |
| Faculty: | Arts & Humanities | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 4 |
| 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 provide specialist technical support and advice to the area of Fashion Design.  Demonstrating an in-depth technical knowledge in pattern cutting and garment construction gained from extensive experience and training; working with complex technical equipment, processes and the latest digital software such as CLO3D. Working as part of the wider technical support team you will have oversight of the operation of the relevant technical facilities and activities, ensuring effective and efficient operation of these and contributing to their ongoing development and enhancement. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To ensure specialist technical support within Fashion Design; designing, developing solutions, techniques and procedures while working with limited guidance and instruction. | 30 % |
|  | To operate and oversee the operation of specialist technical equipment within the Fashion Design facilities, ensuring the equipment is maintained, serviced and repaired and arrange contractor visits as required. Advising on future resource requirements and ensuring health and safety standards within the environment are complied with by staff and students. | 30 % |
|  | To liaise with staff at all levels, as well as external service providers to ensure that technical requirements are understood in the development and delivery of all learning activities relating to the subject area. | 10 % |
|  | To oversee the budget of the work area, maintaining appropriate records. | 5 % |
|  | To attend internal and external meetings to ensure the work unit issues are represented. | 5 % |
|  | To collaborate and work alongside colleagues to plan, organise and control activities so that the specialism is delivered to a high standard. | 5 % |
|  | To plan, organise and manage the work environment, establishing and maintaining a safe and compliant working environment. Understand, promote and apply relevant legislation and guidance including risk assessments and University safety protocols ensuring procedures are followed at all times. Contribute to the development of protocols, standard operating procedures and maintenance schedules for specialist technical activities. Take on specific safety roles where required. | 5% |
|  | To provide inductions, training and demonstrations of specialist techniques ensuring compliance with safety and regulatory guidelines to staff, students and external customers. Provide in class support to teaching activities. Undertake technician led teaching. | 5% |
|  | To actively demonstrate a commitment to professional development by continuing to advance knowledge, understanding and competencies. Maintain up to date knowledge of the field, investigate and propose improvements to facilities, equipment and services, advocating best working practice. | 3% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 2 % |

| Internal and external relationships |
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| Other members of the Technical Services team and WSA academic staff.  Technical Manager (line manager).  External customers.  Relevant suppliers and external contacts. |

| Special Requirements |
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| Working knowledge of CLO3D or similar software. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification.  Substantial experience in a relevant technical field, with proven experience of successfully planning and progressing work activities.  Understanding of how the specialist technical services provided by the post holder support the objectives of the University.  Ability to make effective use of standard and specialist computer systems | Membership of relevant technical professional body.  Professional Registration or willing ness to work towards membership of relevant technical professional body. For example IST- Registered Practitioner; HEA Fellowship. | Application form |
| Planning and organising | Able to progress a broad range of activities within professional guidelines and in support of University policy.  Experience of successful project management. |  | Interview and  Application form |
| Problem solving and initiative | Ability to apply specialist technical knowledge to analyse complex problems and recommend solutions/plans of action. |  | Interview and  Application form |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.  Experience of successfully managing and developing staff.  Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.  Able to formulate development plans for own staff to meet required skills. |  | Interview and  Application form |
| Communicating and influencing | Able to provide accurate and timely specialist guidance on complex issues.  Able to use influencing and negotiating skills to develop understanding and gain co-operation. |  | Interview |
| Other skills and behaviours | Ability to work under pressure at times of peak use. Flexible approach at exhibition and assessment periods. |  | 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) |  |  |  |
| ## 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: |  |  |  |
| 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) | X |  |  |
| **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) | X |  |  |
| 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 |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |