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| Last updated: | Oct 2024 |

**JOB DESCRIPTION**

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| Post title: | **Fashion Design Technician (0.6FTE)** |
| 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 provide effective and efficient technical support to the School, it’s students, staff and external customers in the area of Fashion Design. Demonstrating a technical knowledge in pattern cutting and garment construction and experience working with complex technical equipment and processes.  |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | To plan and oversee the provision of specialist technical support for workshop sessions, interpreting and meeting the requirements of the students and staff, and deploying defined resources to ensure operational and cost-efficiency. | 30 % |
|  | To train students in techniques and the safe and effective use of equipment, and communicating and liaising with all internal and external users of technical service. | 35 % |
|  | To ensure equipment in the work environment is maintained in accordance with technical and health and safety procedures, diagnosing faults and repairing apparatus as necessary. | 10 % |
|  | To monitor and maintain a safe working environment in accordance with Health and Safety policies and procedures, and to ensure that the specialist equipment and resources are used safely and accurately. This will include updating Generic Risk Assessment and Health & Safety data sheets. | 10 % |
|  | To advise on the pricing and purchasing of equipment and consumables and ensure adequate stocks of supplies, ensuring finances and work resources are monitored efficiently and appropriately. | 5 % |
|  | To ensure accurate completion of all documentation, reports and records. | 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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| Other members of the Technical Services team and WSA academic staff.Technical Manager (direct line manager). Relevant suppliers and external contacts. |

| Special Requirements |
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**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.Ability to make effective use of standard office computer systems including word-processing and spreadsheets. | Relevant degree (or equivalent qualification or experience).Financial administration/budget monitoring 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 andApplication 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 andApplication form |
| Management and teamwork | Experience of providing training/coaching to colleagues and students in relation to technical tasksAble 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.Ability to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required.  | Interview andApplication 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 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. |
| [x]  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  |  |  |  |