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| Last updated: | 10.05.22 |

**JOB DESCRIPTION**

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| Post title: | **Printed Textiles Technician** | | |
| School/Department: | Winchester School of Art | | |
| Faculty: | Arts & Humanities | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 3 |
| Posts responsible to: | Technical Manager (Line Manager), Printed Textiles Pathway Leader  and Textile Design Programme Leader. | | |
| Posts responsible for: | None | | |
| Post base: | 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 Textile Design and Sustainable Luxury (Textiles) in fabric screen printing and the Dye Labs. To a quality standard and in compliance with University Health and Safety regulations. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To plan and organise technical support for workshops and demonstrations in dyeing, screen preparation and related processes; for undergraduate and postgraduate students. | 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 Textiles and Sustainable Luxury (Textiles) programme. | 30 % |
|  | Preparation of records and reference documentation for students and staff, including COSHH, Risk Assessment and learning support documentation, in consultation with the Textiles team. | 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 exhibitions, displays 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 relevant 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 and Technical staff in Textiles and Sustainable Luxury (Textiles) to ensure the correct support and provision meets the academic study requirements of the curricula. * Technical Manager, as direct line manager. * External customers * Relevant suppliers and contractors. |

| 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. | 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 successfully work under pressure and deal with conflicting demands. |  | 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) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | X |  |  |
| Frequent hand washing | X |  |  |
| 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 | X |  |  |
| Repetitive lifting | X |  |  |
| 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 | X |  |  |
| Lone working | X |  |  |
| ## Shift work/night work/on call duties |  |  |  |