



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Technician - Art and Design/ Art Shop Coordinator				
<b>DEPARTMENT</b>	College of Arts				
<b>LOCATION</b>	Brayford Campus				
<b>JOB NUMBER</b>	COA267	<b>GRADE</b>	5	<b>DATE</b>	April 2021
<b>REPORTS TO</b>	Technical Services Manager				

### CONTEXT

A leading new university with state of the art facilities, the University of Lincoln has made rapid progress since it was created in 2001. The University has risen rapidly in university league tables in recent years and has a strategy for further successful development, including investment in academic posts to enhance its research ambitions, the student experience, teaching and learning. The University was awarded TEF Gold in 2017

The College of Arts is home to six Schools:

Lincoln School of Film and Media  
Lincoln School of English and Journalism  
Lincoln School of Design  
Lincoln School of Fine and Performing Arts  
Lincoln School of Architecture and the Build Environment  
Lincoln School of History and Heritage.

Schools within the College offer a wide range of degrees supported by a wide and varied range of technical facilities. A cross-school technical team (known as the College Technical Team) combine discipline expertise with operational flexibility creating a dynamic and multi-disciplinary environment to enable delivery of the many and varied programmes. The post-holder is required to work across the Schools and their buildings, providing technical support to teaching research, and commercial service delivery.

### JOB PURPOSE

The role provides specialist technical support to students, teaching staff and research teams by preparing and overseeing the practical delivery of teaching classes. The role will also operate, maintain and develop studio, workshop, laboratory and research equipment and/or apparatus to ensure the smooth running of a technical facility.

This role is primarily focused on supporting the colleges' Fine Art programs by assisting in the building and creation of artworks and supervision of studio spaces. While the role is focused on these programs it is expected that the post holder will assist students and staff from across the college and provide help and assistance to the 3D sculpture and general workshop areas. In addition The post holder will be required to oversee the colleges art shop, supporting and engaging student workers, order and monitor stock and deal with all cash and banking duties.

Where appropriate the role assists in the management of Health and Safety compliance and manage day to day health and safety matters including the management of COSHH and storage and disposal of hazardous materials.

## KEY RESPONSIBILITIES

### General

- Interpretation of customer requirements to produce solutions and/or advice to produce a high level of learning support.
- Thorough understanding of the techniques and procedures of complex processes or specialised systems.
- Writing of complex instruction sheets and guidance material.
- Point of reference for other team members for guidance and advice.
- Liaise with colleagues and external clients to build relationships and contacts.
- Involvement in determining the delivery of service within the area.
- Decision making on routine matters in consultation with colleagues.
- Carry out tasks requiring a high level of physical or sensory techniques.
- Provide regular demonstration and guidance to others in the team.
- Train or instruct students on standard tasks or activities that require them to assess competency and provide feedback.

### Preparation of Materials, Machinery and Equipment

- Set up equipment and prepare materials for teaching and/or research. Provide assistance in taught classes with the provision of technical assistance in the use of equipment, software and/or processes.
- Work closely with academic staff to determine the level of delivery that is required for students.

### Demonstration of Procedures

- Demonstrate practical procedures and techniques to undergraduates during practical classes, when requested by the academic in charge.
- Be responsible for coaching and guiding academic staff and students in the techniques, procedures, complex processes and specialist systems.
- Be responsible for producing written complex instruction sheets and guides for students to use in the laboratory/workshop/studio
- As required introduce individuals to the workplace and tailor the process to the differing needs of the learners.

### Provision of Technical Advice

- Provide technical advice to undergraduate, post graduate and academic teams.
- Advise Managers and Academic staff on developments in laboratory/workshop/studio procedures/methods and new equipment (including costs) that may be available and how this would benefit the area and students.
- Be main point of reference to colleagues for guidance and advice in all aspects of laboratory/workshop/studio processes and equipment.
- Advise on the operational timetable for academic planning activities as well as in respect of space planning.

<b>Liaison and Networking</b>
<ul style="list-style-type: none"> <li>• Where directed by Line Manager, attend internal and external working parties or committees</li> <li>• Build and maintain relationships with colleagues across the University and external parties, eg suppliers, contractors etc</li> </ul>
<b>Maintenance and Repair of Equipment/Apparatus</b>
<ul style="list-style-type: none"> <li>• Responsible for maintaining and repairing equipment and liaison with external companies to oversee repair or replacement.</li> </ul>
<b>Development of Methods of Testing and Practices</b>
<ul style="list-style-type: none"> <li>• Develop new or improved methods of testing and demonstrating practices.</li> </ul>
<b>Health and Safety</b>
<ul style="list-style-type: none"> <li>• Contribute towards ensuring safety regulations are followed. Conduct risk /COSHH assessment. Instruct students in safe working practices including overseeing activities in the labs.</li> <li>• Instruct students and academic staff in safe working practices, including overseeing activities in the laboratories, workshops, studios or other technical facilities.</li> </ul>
<b>Stock Control and Ordering</b>
<ul style="list-style-type: none"> <li>• Monitoring of resources including the sourcing of suppliers and new equipment. Placing orders when required including monitoring of expenditure within a set budget.</li> </ul>

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

## ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"><li>• College Technical Services Manager</li><li>• Head of School</li><li>• Fellow technical staff</li><li>• College Senior Academics</li><li>• College Programme Leaders</li><li>• Departmental academic, administrative, technical and learning support staff</li><li>• Health and Safety Officers</li><li>• Students</li></ul>	<ul style="list-style-type: none"><li>• Relevant academic and professional groups</li><li>• Relevant national, regional and international networks</li><li>• Materials suppliers and contractors</li></ul>



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN PERSON SPECIFICATION

<b>JOB TITLE</b>	Technician - Art and Design/Art Shop Coordinator	<b>JOB NUMBER</b>	COA267
------------------	--	-------------------	--------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
<b>Qualifications:</b>		
HNC level qualification or equivalent experience	E	A
<b>Experience:</b>		
Previous experience of working in a Studio / workshop environment	E	A
Previous experience of supporting the arts	D	A
Previous retail experience in a supervisory role	D	A
<b>Skills and Knowledge:</b>		
Technical working knowledge of all specialist equipment relating to specific workshop/laboratory	E	A/I
Technical working knowledge of the Adobe Creative Suite software	E	A/I
Appropriate IT skills	E	A
Good written & verbal communication skills to enable explanation of technical issues and processes	E	A/I
Budgeting skills	E	A/I
<b>Competencies and Personal Attributes:</b>		
Enthusiastic and flexible approach to work	E	I
Effective team worker	E	A/I
Able to work confidentially	E	A/I
Customer orientated approach to work	E	A/I
Professional and courteous manner	E	A/I
Proactive and able to demonstrate initiative	E	I
<b>Business Requirements:</b>		
Willingness to work flexible hours on occasions to accommodate the needs of business	E	I

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	GA	<b>HRBP</b>	HDR
---------------	----	-------------	-----