

**JOB DESCRIPTION**

**Job Title:** Technical Associate – Visual Imaging

**Grade:** E

**College/School:** ACE

**Campus:** Docklands

**Responsible to:** Technical Resources Manager

**Liaison with:** Technicians, Heads of Department, Course and Module Leaders

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success.

**#BeTheChange**

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact on the communities we serve, inspiring our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 5.0 careers-1st education. We have a clear roadmap to provide a springboard for the jobs and opportunities of the future; drive diversity in the 5.0 talent pipeline - working in partnership to promote talent wherever it is found; and create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and thrive in an inclusive and diverse University community who are never moving forward.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and is one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who are passionate about making a positive difference to people and the planet, creating a more sustainable future for everyone.

**Job Purpose:**

The Technical Associate will work within the School of Architecture, Computing and Engineering (ACE). They will also play a Team Leader role and assist the Technical Resources Manager in supporting and monitoring a small team of technicians’ and assistant technicians’ workload and schedules on a day-to-day basis.

The post holder will provide technical support and take a leading role in supervising and maintaining the technical spaces in the visual imaging areas (digital and analogue print including Riso and photography darkroom and digital print facilities) and photography studios and lightwell. In addition, the post holder will assist in the College’s vibrant teaching and research activities in which practical sessions are required.

**Main Duties and Responsibilities:**

* Take a leading role in managing and operating visual imaging areas, allowing academics, students and clients external to the school to make effective use of this space and equipment.
* Take a leading role in establishing and maintaining the health and safety procedures related to all relevant spaces, equipment and machinery.
* To assist teaching activities by demonstrating the use of tools and equipment in the technical areas and outside of the university where necessary.
* To prepare materials and instrumentation, as appropriate, for all activities in the above areas, and maintaining all areas to a professional standard required by the university.
* To support students from diverse and multicultural range of backgrounds.
* To maintain inventories of equipment and monitor security.
* To support the research activities of the school in the areas concerned.
* To provide first line maintenance and participate in the design, construction and modification of equipment and services.
* To assist in the evaluation and selection of both hardware and software, and where necessary to maintain appropriate stock levels.
* To develop learning resources to enable students to better understand the use of equipment and resources.
* To provide induction workshops for students
* To work with appropriate academics in engaging in recruitment activities where appropriate
* To liaise with course leaders on a regular basis to ensure students are engaging in workshop activity.
* To develop a series of workshop activity over the academic year in addition to curriculum activity to ensure our students are at a high level of technical competence
* To work in accordance with UEL’s equality and diversity policies.
* To undertake such duties as may be assigned / directed by the Technical Resources Manager, including cover for other staff, where appropriate, during periods of absence.
* As directed by the Technical Resources Manager, to assist with induction and training of technical and related staff and to supervise, allocate work and monitor progress of technicians and assistant technicians.
* To ensure that the current industry standards are maintained in their area of responsibility.
* To support the Technical Resources manager in budget planning and spending within their resource area.
* To take a leading role in the construction and delivery of shows and projects.

**Special Conditions**

* Although based in the specialist’s facilities allocated to this role, the job may involve working at times in any of the other specialist laboratories, workshops and studios.
* Lifting and handling of heavy and/or large objects is a necessity although training will be given and lifting/handling aids are provided when appropriate.
* Contact with chemicals may at sometimes be part of the job and again, PPE is provided alongside COSHH sheets for the materials.
* The College operates a technical space custodian system; the post holder will be expected to assume responsibility for some technical space on this basis as directed by the Technical Resources Manager.

**Other Related Activities and Functions**

* To be flexible and to assist with technical duties in other College areas of operation as appropriate, if requested by the Technical Resources Manager, due to variations in workload, staff shortages or re-organisation.

**PERSON SPECIFICATION**

**Technical Associate – Visual Imaging**

**EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria**

* Educated to degree level in a relevant area, or gained substantive equivalent experience in a relevant field (A/C)

**KNOWLEDGE AND EXPERIENCE**

**Essential criteria**

* Solid understanding of operating relevant industry specific software and equipment (A)
* Experience of providing technical support in the area of visual arts or architecture (A)
* Advanced knowledge of Health and Safety legislation and good practices (A)

**Desirable criteria**

* Experience of supervising staff (I)

**SKILLS & ABILITIES**

**Essential criteria**

* Highly organised and self-motivated (I)
* Ability to communicate at all levels with effective interpersonal skills with both staff and students (A)
* Ability to support, monitor and motivate a multi-disciplinary technical staff team (I)
* Must demonstrate a genuine interest one or more of the following areas: visual arts / architecture (I)
* Constantly prepared to learn new techniques, systems and operating new equipment (I)
* Ability to organise, develop and run technical spaces for staff and students, including the ability to set up and monitor health and safety processes (A)
* Ability to monitor consumables and ancillary materials and advise on equipment replacement (A)

**PERSONAL ATTRIBUTES AND QUALITIES**

**Essential criteria**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (A)

**Criteria tested by Key:**

A = Application form

C=Certification

I = Interview

P = Presentation

R = Research papers

T = Test