**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Technical Adviser in Art and Design

## **College/Department**

College of Art, Humanities & Education

## **Location**

Britannia Mill and Markeaton Street

## **Job Reference Number**

0486-24

## **Salary**

£27,280 to £29,634 per annum (for exceptional performers, there is scope for further progression up to £34,090 per annum)

**Reports To**

Technical Team Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder will support and develop teaching and research activities within the School of Art, with primary emphasis supporting Therapeutic Arts, which has Arts, Drama, Dance and Music pathways. The post holder will need general art and design skills and be willing to be trained in areas where more experience is needed.

The post holder will be part of technical services and will need to be self-motivated team player, using their initiative to manage workloads and multi-task to meet tight deadlines with good organisational skills, working in many environments including classrooms, studios and workshops.

## **Principal Accountabilities**

1. Undertake any technical work related to School of Arts. This will include general workshop/studio maintenance, preparation of space in line with teaching requirements.
2. To support students with workshops and projects, responding to queries, providing advice on a variety of art and design techniques.
3. Organising and maintaining specialist equipment in workshop/studio spaces, liaising with other advisers over shared equipment and facilities.
4. Ensuring the efficient and safe operation of work areas and the implementation of all relevant Health and Safety regulations and policies, in conjunction with Technical Instructor or Team leader.
5. Assist with the supervision and induction of new staff and students into facilities, providing training on all aspects of their use.
6. Participate in processes which monitor and enhance compliance by staff and students in matters relating to Health and Safety at Work regulations in the use of equipment and materials.
7. Providing technical assistance, guidance and demonstrating to support student learning as agreed with the line manager.
8. Keeping up to date records of consumable stock, capital purchases and assets.

Advising on procurement needs and the ordering and purchase of materials and other items as necessary. This will also include restocking resource areas as necessary.

1. Support building and hanging student work for exhibitions across university campuses and external venues.
2. Participating in the University’s Appraisal process and engaging with staff development activity as agreed with the line manager.
3. Undertaking any other duties as required in agreement with Technical Instructor, Technical Team Leader or Technical Manager.

The details of this Job Description may be reviewed from time to time according to the changing needs, functions and circumstances of the College/University.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Higher National Diploma or Degree in general Art & Design subject, or equivalent experiential learning in a related Art Therapy subject

#### **Experience**

* Experience in support role, working in an education environment
* Experience in Health and safety for workshops and studios particularly COSHH and risk assessment
* Experience demonstrating art and design processors such as printmaking, textile art, sewing, ceramics, mould making, wood and metal work

#### **Skills, knowledge & abilities**

* Self-motivated with the ability to achieve deadlines
* Demonstrable high level of organisational and practical skills
* Able to use standard IT applications such as Word and Excel
* Ability to work flexibly under direction both alone and as part of a small team
* General wood working skills and use of power tools to build and display student work

#### **Business requirements**

* Flexible, accommodating and professional approach to working with others
* Excellent and proven verbal communication skills and able to communicate effectively to students and staff
* Manage own time/prioritises work of others in the team effectively
* Has a methodical work approach
* Create a team spirit, which engages and motivates others to innovate and perform effectively
* Support organisational change and helps individuals to achieve their potential
* Set a high standard for self and others i.e. quality orientated
* Commitment to the University values and behaviours
* Some evening and weekend work may be required

### **Desirable Criteria**

#### **Experience**

* Enthusiasm and a willingness to learn and develop new skills and techniques to support areas across the wider School and College. Such as printmaking, textile art, sewing, ceramics, mould making, wood, metal, music and filming.

**Skills, knowledge and abilities**

* Knowledge of software packages such as Photoshop, Illustrator
* Pat tester or willingness to be trained
* First aider or willingness to be trained
* Understanding of audio and video file capture formats and video and still camera operation
* Knowledge of maintaining musical instruments

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website.](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/)

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).