



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Art, Design and Printmaking Technician, School of Design, Faculty of Arts, Humanities and Cultures



Salary: Grade 6 (£32,546– £38,249 p.a. depending on experience)

Reporting to: Business and Resources Manager

Reference: AHCDE1306

0.5FTE, 17.5 hours per week, Ongoing.

Location: Leeds Main Campus (with scope for hybrid working)

'We are open to discussing flexible working arrangements.'

Art, Design and Printmaking Technician

School of Design, Faculty of Arts, Humanities and Cultures

Are you interested in helping us to operate our state-of-the-art Printmaking and studio facilities and providing technical support to our students and staff? Are you looking for a new and exciting challenge as part of one of the Leading Schools of Design in the country? Do you want to make a difference to world class teaching and research activities?

We are looking for a professional and proactive individual with a good team-working ethos to join our technical support staff in the School of Design. You will have a varied and flexible role, providing specialist advice on Art, Design and Printmaking.

You will have industry experience in Art, Design and Printmaking and good knowledge of a range of translation technologies. You will provide support, instruction and advice on the use of equipment and processes in all aspects of Art, Design and Printmaking, also incorporating digital skills.

What does the role entail?

As a Art, Design and Printmaking Technician at grade 6, your main duties will include:

- Acting as the technical and operational lead for the Art, Design and Printmaking lab/studio with responsibility for day-to-day management and technical supervision;
- Providing senior technical support and advice for the School giving extensive help and advice in Art, Design and Printmaking to researchers, students, academic staff, online content developers, and external companies seeking our technical and consultancy services;
- Responsibility for providing instruction, practical advice and safety guidance on student projects, construction of assessment and degree exhibitions, and teaching delivery, advising and assisting students and academic staff. This will also involve informal one to one training, formal technical demonstrations, group training sessions and the independent production of teaching materials;
- Responsibility for planning, independently preparing, organising and delivering technical support and training materials for CPD training (online and on campus);



- Responsibility for the year-on-year planning and organisation of a programme of potential technical work for external services and consultancy to ensure that goals are delivered according to a financial forecast and within a feasible timeline. This will also involve help pitching our services and consultancy to potential new partners/clients and ensuring external and spin-out companies using facilities are charged appropriately;
- Responsibility for independently problem-solving and ability to give advice and make independent decisions when needed relating to the delivery of research projects in Art, Design and Printmaking; This also includes responsibility for producing technical specification reports for research grant proposals;
- Independently researching and advising on latest developments (e.g., techniques, equipment, etc.) in the Art, Design and Printmaking field and presenting findings to members of the School;
- Being prepared to undertake additional training in the areas of Art, Design and Printmaking to upskill and acquire knowledge in the latest techniques;
- Managing day-to-day communications and requests for information from students, staff and external companies as required;
- Responsibility for the general maintenance and security of the equipment in the labs/studios, including maintaining records of equipment, installation and use of equipment, setting up and testing various types of equipment, and assisting the Business & Resources Manager in arranging specialist repair and delivery of new equipment;
- Purchasing and requisitioning of consumables, maintaining consumable levels and making recommendations to the Business & Resources Manager. This will also involve sourcing of materials needed for the Schools' online store and of specialised goods;
- Responsibility for ensuring that portable appliance testing (PAT) within the laboratories is kept up to date and appropriately recorded;
- Ensuring correct and safe usage of equipment by yourself, undergraduates, postgraduates and members of staff, in accordance with health and safety procedures, risk and COSHH assessments, and local policies and procedures as defined by the Faculty Health and Safety Manager. This may involve delivering safety inductions;
- Playing a role in the technicians' network, for example to share best practice and service improvement ideas.
- Applying the University's Equality and Diversity Policy in your area of responsibility and in your general conduct.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Art, Design and Printmaking Technician at grade 6, you will have:

- A Degree or equivalent in an Art, Design and Printmaking Technology-related subject, or equivalent practical work experience;
- Good understanding and vast technical knowledge and experience of Art, Design and Printmaking;
- Proven ability to produce work in Art, Design and Printmaking to a high standard, operating relevant equipment and software to a high degree of competence;
- Ability to keep abreast of the latest developments in Art, Design and Printmaking and to work proactively and independently, developing new techniques where necessary;
- Problem solving experience with the ability to anticipate opportunities, to propose initiatives and help deliver imaginative solutions, to contribute to complex creative issues and projects;
- Developed organisational skills flexible and 'hands-on' approach to work, with proven ability to prioritise work, produce work quickly and accurately within an environment where sometimes the turn-around of work can be fast and work needs to be delivered against demanding deadlines;
- Evidence of working effectively in a team environment, and in co-operation with a wide range of colleagues – able to build positive working relationships with academic and non-academic staff at all levels;
- Excellent interpersonal and communication skills, with the proven ability to liaise effectively with a range of people, including potential clients and senior staff in external and spin-out companies;
- Experience of supporting students in a higher education setting;
- Experience of working in the Art, Design and Printmaking industry.



You may also have:

- Experience of delivering CPD training.
- Experience of incorporating digital skills in Art, Design and Printmaking.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

Contact information

To explore the post further or for any queries you may have, please contact:

Lee Mcluckie, Business and Resources Manager

Email: l.mcluckie@leeds.ac.uk

Additional information

The School has established a broad portfolio of Design-focused programmes at Undergraduate and Masters level.

The [School of Design](#) at the University of Leeds is a vibrant and highly ranked department with a commitment to excellence in both research and teaching. We are ranked in the top 10 in the UK for Art and Design (Complete University Guide 2022) and in the top 100 in the world (QS World Rankings 2022). In the 2021 REF exercise we received 90% for impact and 100% for our research environment.

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.



Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending. Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

Salary Requirements of the Skilled Worker Visa Route

Please note that due to Home Office visa requirements, this role is not suitable for first-time Skilled Worker visa applicants. Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>.

