Job Description

Job title	Technical Instructor - Immersive Technologies
School/Service	Technical Services
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 5
FTE	37 hours per week/ 1.0 FTE
Date prepared	November 2021

Job Purpose

To provide delivery of technical skills & support across a range of processes supporting the teaching delivery, student learning, research and enterprise work in the area of Smart Technology and across other technical areas as required.

Relationships

Reporting to: Technical Services Manager – Smart Technology

Responsible for: No line management responsibility

Main Activities

- To provide effective high-level, specialist technical instruction, support and advice to staff and students in technical areas such as 3D scanning, modelling, animation, XR and motion capture.

- To work independently, alongside or under instruction from Technical Specialists in delivering detailed inductions, core and advanced skills sessions and to provide superb student supervision and guidance.

- To provide technical assistance in setting up labs, workshops and studios for timetabled teaching sessions, open access, research, open days, Schools and College events.

- To undertake an ongoing informal assessment of student competence and the effectiveness of skills instruction delivery techniques, including verification of student understanding and attendance.

- To undertake routine calibration, configuration and operation of specialist and non-specialist technical equipment.

- To develop and maintain handouts or guides on the correct use of specialist equipment and/or to help demonstrate good skill techniques.

- To assist in the management of resources including recommendations for improvements, the preparation of orders, ordering/issue of consumable materials and associated stock and storekeeping tasks and administration of inventories.

- To assist with the planned maintenance, repair and servicing including problem solving related to specialist technical equipment.

- To liaise closely with academic and other technical staff in relation to teaching facility developments and support requirements.

- To identify new technological developments and distribute knowledge within the team, making recommendations and suggestions to the Technical Services Manager on future investment needs within technical areas.

- To ensure that Health and Safety legislation and regulations are adhered to and that technical areas are kept in a safe and orderly manner, including facilitating the implementation of a Health and Safety policy and providing advice on safe working practices.

- To contribute to regular Health and Safety audits and/or inspections and write risk assessments for technical activities as necessary.

- To encourage collaborative work between all technical teams across the University, building strong working relationships and promoting the effective use of resources and ensuring that shared objectives are achieved.

- To provide technical support for research projects as required.

- To assist with enterprise and commercial work by providing technical knowledge and skills when required and promoting University facilities for enterprise activities.

- To assist in the delivery of technical cover when dealing with external consultancy.

- To undertake continuous professional development in order to ensure a current awareness of developments in related academic and technical areas.

- To provide support cover across other technical subject areas as and when required, according to individual technical expertise.

- To proactively engage in and fully support any initiatives introduced to raise the profile of the technical team.

- To provide support when required on University open days and recruitment events, including weekend working.

- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.

- To undertake other such responsibilities as may reasonably be required.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

There will be a need for the post holder to work evenings and occasional weekends to cover course requirements, marketing and recruitment activities.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a role, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Heidi Robinson, Technical Services Manager – Smart Technology
heidi.robinson@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website http://jobs.staffs.ac.uk as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Staffordshire University will use anonymous application forms for this role, however we recognise that applicants may want to include additional information demonstrating their research or publications. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.