

Job Description

Directorate	Higher Skills
Department	Faculty of Creative Industries
Section	
Job Title:	Facilitator Photographer & Digital Imaging
Reports To:	Director of Higher Skills (Standards)

Job Purpose

This role will work alongside the course team to facilitate teaching and learning on the Foundation Degree and BA (Hons) Digital Imaging and Photography courses. The role will require the planning and delivery of practical workshops as well as 1:1 sessions in order to support students to achieve.

Main Responsibilities

- To support teaching and learning in the in the area of Photography/Digital Imaging working across the College campus as required.
- Supervise and demonstrate processes, software and the use of equipment.
- Prepare, issue and maintain equipment and resources.
- Support the work of the Directorate through the undertaking of general facilitator duties which may include working alongside the other creative subjects.

Main Tasks

Learning Support

Provide support to teaching staff and students, preparing materials, demonstrating equipment, techniques and software.

Develop and deliver induction training for students into the safe and effective use of specialist equipment/techniques/software, assessing the competence of users where appropriate and maintaining records of induction.

Respond proactively to requests for information and assistance from colleagues and students, supervising and supporting students using of equipment such as cameras, darkroom, lighting, scanning and software in one to one and small group situations.

Contribute to the organisation, preparation and production of the end of year show including recording students' work.

Assist with administration on a day to day basis – organising ordering, recording stock and signing out equipment as well as student purchases of film, paper and prints.

Operate printing services using the departments large format printer and liaise with College Services to facilitate access to the reprographics facilities for small run document production for student's projects.

Support the development and use of the 'SharePoint' - on-line Virtual Learning Environment

Equipment and Facilities Maintenance

Check equipment, and where appropriate make the necessary arrangements with staff to resolve issues and problems.

Maintain Apple Macintosh computers and related peripherals, e.g. large format printers, scanners etc, liaising with relevant specialists where necessary and update software as appropriate.

Maintain photographic equipment and related peripherals, e.g. DSLRs, analogue cameras (35mm, 120, 5x4), lenses, tripods, portable flash units etc, liaising with relevant specialists where necessary for maintenance issues.

Liaise with members of teaching staff and also the management team and advise on the purchase of equipment/software to meet the needs of the courses run by the Directorate.

Clean, maintain and store all equipment in a safe and tidy manner.

Assist with the organisation of HE darkrooms, photographic studios and Apple Macintosh rooms, ensuring that all areas are kept clean and tidy.

Research current products to meet the needs of all courses.

Prepare chemicals for darkroom use when needed.

Support facilities that promote and display student work eg framed wall display areas and also web based promotion, such as Twitter and Instagram.

General

Administration

Monitor the use of consumables ensuring appropriate stocks are maintained and ordering replacements as required.

Liaise with suppliers and manufacturers to gather specialist information for purchasing and troubleshooting purposes.

Produce photographs for promotional materials and events as required by the Dean.

Participate in team meetings as required in order to develop and improve the service.

Health and Safety

Keep apprised of current Health and Safety legislation and undertake, document and implement risk assessments.

Check equipment is fit for purpose, undertaking initial trouble shooting and simple repairs in order to maintain safety.

Contribute to the identification of appropriate risk control measures and the implementation of these measures.

Produce instruction manuals/standard operating procedures for processes on the safe and effective use of equipment relevant to the area.

Recognise, respond to and report any hazards or emergencies in the lab/workshop area.

To promote good health and safety practice and maintain a good standard of housekeeping.

Special Features:

Flexibility in terms of working hours and location to ensure that courses have appropriate materials and technical support. This may include working off site and occasional evenings or weekends to support events and educational visits.

Responsibilities common to all staff

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

The College aims to be a place in which people can work and study free from any form of discrimination. You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.

All employees are required as part of their duties to take responsibility for safeguarding, prevent and promoting the welfare of children and vulnerable adults.

Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld.

Review

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Person Specification

In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist

Qualifications		Essential	Desirable	How Assessed
1	A Photography qualification equivalent to HND or above or equivalent industrial experience	•		C
2	Level 2 qualifications in Maths & English	•		C
Experience and knowledge				
3	General knowledge of Health and Safety legislation / COSHH relating to photographic areas.	•		A/I
4	Experience of working in a college/university environment		•	A
5	Experience in the demonstration of Photography/Digital Imaging equipment, techniques and processes to others	•		A
6	Experience of contributing to risk assessments.		•	A
Skills & Abilities				
9	Ability to use own initiative and prioritise own work	•		A/I
11	Ability to work as part of a team	•		I
12	Skills in using analogue cameras and darkroom equipment	•		A
13	Excellent oral communication and inter-personal skills in order to work effectively with students and staff.	•		I
	Competent in the use of Apple Macintosh computers and Adobe CS software including Photoshop, InDesign, Lightroom, Audition and Premiere	•		A

	Ability to operate large format inkjet printers		•	A
	Ability to use continuous and flash based photographic studio lighting		•	A
	Proficient in the use of DSLR cameras for both stills and video production	•		A
Personal Characteristics		Essential	Desirable	How Assessed
14	Has high expectations of self and others	•		I/T
15	Takes responsibility for work activities and personal actions and delivers on commitments	•		I
16	Innovative in response to changing circumstances identifying and or implementing new or improved approaches	•		I
17	Builds positive relationship with others maintaining mutual trust, candor and respect	•		T
18	Does the right thing in the right way and is honest and transparent in their approach	•		T

Key

A	Application
I	Interview
T	Test
C	Certificate
P	Presentation

Vision, Mission and Values

Vision

To be the best College in the country.

Mission

To inspire, challenge and transform lives.

Values



Excellence

We have high expectations of ourselves and each other.



Accountability

We own what we do, learn from our mistakes and constantly seek to improve



Innovation

We seize opportunities and are bold and dynamic in our approach



Collaboration

We are one team and work hard to serve each other well



Integrity

We are honest and transparent and do the right thing in the right way

Main Terms and Conditions of Employment

Salary	£19,720 (pro rata)
Holidays	35 days annual leave plus 8 statutory bank holidays (pro rata)
Pension	LGPS Pension
Contact Type	
Working Weeks	52
Hours of Work	Minimum of 35 per week