

JOB DESCRIPTION

Job Title:	School of Design School Support Assistants	Grade:	SP2
Department:	Faculty of Liberal Arts & Sciences / School of Design	Date of Job Evaluation:	N/A
Role reports to:	Tech/Office Team Leaders		
Direct Reports	Admin/Tech Staff, other student workers, student and staff end users		
Indirect Reports:			
Other Key contacts:	Employees across the University		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

Support for School of Design operations in its various admin and tech areas:

- School Office: To provide general administrative assistance, to help with coordination of events and open days as and when required by the School Office.
- Design Studios: Assist with general studio activities such as arranging furniture and preparing equipment for teaching. IT related tasks such as refilling plotters, setting up AV equipment and dealing with basic queries about computer software / printing / AV.
- Workshop: support general workshop activities such as laser cutting, 3d printing, fabrication machinery, small hand tools etc.

Film and TV: Assist with the running of the kit room, edit suites and TV Studios, including managing the equipment booking system and maintaining camera, lighting and sound equipment.

KEY ACCOUNTABILITIES:

Team Specific:

- Monitor and prepare and areas for related activities and assist in ensuring staff and students have the equipment and information needed for their sessions.

Generic:

- Maintaining good relationships with staff, students and visitors.
- Maintaining safe working practices with due regard for self and others.

Managing Self:

- To be punctual and ensure all facilities are used responsibly

Core Requirements:

- Able to move equipment such as tables, materials, tools and IT/AV equipment to required locations.
- Knowledge of School specific software and systems and facilities
- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

- School Office: Assist with the organisation of events, tours for prospective applicants, presenting information to visitors, etc.
- Design Studios: Help students with specific University software and systems for large format scanning / printing / plotting and related accounting systems. Produce and put up posters for events / exhibitions / system information. Look after equipment loans.
- Workshop: Operate laser cutters, 3d printers, CNC machines, Contribute to induction / training sessions
- FTV: Run equipment loan store. Maintain TV Studio equipment

Undertake any other duties as requested by the [e.g. PVC, FOO etc.] or their line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that FLAS delivers the required level of service.

KEY PERFORMANCE INDICATORS:

These will be discussed with your line manager.

KEY RELATIONSHIPS (Internal & External):

Studio / office managers, other student workers, student and staff end users

PERSON SPECIFICATION	
Essential	Desirable
Experience: <ul style="list-style-type: none"> • Good familiarity and knowledge of School facilities and resources Skills: <ul style="list-style-type: none"> • Knowledge of the setups and requirements of Animation/Architecture/Landscape Arch/Graphics/Media/Film programmes • Ability to proactively organise layouts for tutorials, classes, crit sessions, open days etc. • Able to operate independently and show initiative, without constant supervision • Discretion when dealing with confidential and sensitive materials. Qualifications: <ul style="list-style-type: none"> • Undertaking Design related qualification at University of 	Experience <ul style="list-style-type: none"> • Use of laser cutters and computer operated workshop machines. • Knowledge of large format plotting and scanning. Skills <ul style="list-style-type: none"> • Software knowledge; architecture/3d design/video software • Knowledge of specific University systems for large format scanning/printing/plotting and related accounting systems. Qualifications: <ul style="list-style-type: none"> • Design related qualification Personal attributes <ul style="list-style-type: none"> • N/A

Greenwich

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity