

September 2018

Thank you for your interest in the post of Head of Technical Resources. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to Katharine Osborne, Head of Human Resources:

Email: Katharine.osborne@westdean.org.uk

Tel: 01243 818 313

Closing date for applications: 1st October 2018

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

JOB DESCRIPTION

JOB TITLE	Head of Technical Resources
DEPARTMENT/DIVISION	Education
LOCATION	West Dean College
REPORTING TO	Director of Education
ROLE	Responsible for effective management of technical resources in support of all programme delivery at the College and the provision of IT services for students and staff.

MAIN DUTIES AND RESPONSIBILITIES

1. To lead and manage the provision of technical resources to support the effective delivery of award bearing and short courses at the College.
2. To lead and manage the provision of IT services to staff and students.
3. To ensure that teaching and workshop spaces and the processes carried out within them are compliant with current health and safety legislation and best sector practice.
4. To provide effective leadership for the team of technician demonstrators and caretakers including the organisation and management of rotas in support of programme delivery.

Resource Management

5. To plan and coordinate departmental work flow ensuring adequate staff coverage at all times, including evenings and weekends to support students and staff.
6. To ensure the provision and preparation of course materials and equipment in accordance with course requirements.
7. Ensure workshops and studios are clean and in good and safe order before and after courses and events.
8. Ensure that tutors' and students' reasonable requirements for equipment and technical support are met during their courses.
9. Ensure the safe and efficient storage of supplies and equipment.
10. Ensure supplies of materials and equipment are available through effective planning, stock control and purchasing.
11. Ensure that machinery and tools are maintained to a high standard, including repair and regular testing on all electrical equipment.
12. Ensure that all visual aids and audio equipment in teaching spaces are kept in working order.
13. Ensure that College minibuses are maintained, cleaned and filled with fuel and Schedule use of College buses and Foundation cars and oversee their use by approved drivers.
14. Ensure transport is provided as required including scheduled journeys to and from Chichester railway station, driving for course trips and study visits and the movement of furniture and equipment around the campus.

15. Ensure the set up and service of courses, conferences, concerts, training and other special events including furniture, staging, carpets and audio and visual aids.
16. Liaise with the Registry to ensure that appropriate action is taken to provide adequate facilities for students with disabilities and special needs.
17. The development and maintenance of business continuity plans for technical and workshop resources, providing contingency planning, and management of implementation if required.

IT Services

18. Responsible for the assessment of staff and student IT requirements, and the oversight of the procurement and implementation of hardware and software.
19. The development of IT strategies for the Foundation's intranet, internet access, and telecommunication needs.
20. Effective provision of IT service to all staff and students including appropriate help, advice and training needs in IT and related areas.
21. The effective management, maintenance and development of the Foundation's network infrastructure and networked software packages.
22. The development of business continuity plans for IT services providing contingency planning, and management of implementation if required.

Health and Safety

23. Oversight of Health and Safety for Technical Resources.
24. Promote a positive safety culture.
25. Ensure that all legal and Foundation standards regarding health and safety are established and adhered to.
26. Report all accidents to the Foundation Safety Technician.
27. Report all serious incidents following the current Health and Safety policy.
28. Ensure compliance by all staff, tutors and students with the Foundation's Health and Safety Manual, and assist with its periodic revision.
29. Arrange for safety training for staff and tutors.
30. Liaise with the Head of HR to ensure that appropriate action is taken to ensure safe working practices for staff.

Management and Training of Staff

31. Manage the technical team in the College including Technician Demonstrators; IT Systems Administrator, IT Engineer and Caretakers.
32. In liaison with the Heads of School ensure that teaching staff are appropriately inducted into the workshops and processes that they will be using and that records of induction are kept.
33. Undertake observations of demonstrations and performance reviews as required and ensure all staff have training and development plans appropriate to their role.
34. In liaison with Human Resources manage staffing issues in respect of individual staff, including recruitment, induction, performance and welfare issues.

Budget

- 35. Plan, prepare and propose the Technical Resources budget as part of the annual budget cycle.
- 36. Manage the Resources budget efficiently and maintain tight cost controls.
- 37. Adhere to all financial and budget processes as set down by the Group Head of Finance.

General

- 38. To represent Technical Resources at internal and external meetings and committees as required.
- 39. To build and maintain excellent working relations, both internally within West Dean and with external partners and suppliers.
- 40. To engage in professional development and training as agreed with the Director of Education.
- 41. Undertake any other duties as may be reasonably requested by the Director of Education.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Experience

Experience of technical resource management within an HE environment in the creative arts and/or conservation	Essential
Experience of managing health and safety in a workshop environment	Essential
Curriculum and course development experience	Desirable
Experience of managing or developing IT network infrastructure and networked software systems	Desirable

Education / Qualification

Degree in a practice-based digital or creative arts subject	Essential
Project Management qualification	Desirable
NEBOSH certificate	Essential*
IOSH certificate	Essential
Teaching qualification or HEA Fellowship	Desirable

* or to be achieved within 1 year of appointment.

Skills

The ability to manage the workshops and IT resources operationally and strategically.	Essential
The ability to manage budgets and human resources effectively.	Essential
The ability to empower others and enable excellent team performance.	Essential
Understanding of the principles of Health and Safety and its importance.	Essential
Excellent verbal and written communication skills.	Essential
Ability to think strategically, and to formulate and communicate effective strategies for developing the College's resources.	Essential
Ability and willingness to work with students and contribute to teaching.	Essential
Ability and willingness to oversee the induction and on-going support of teaching staff	Essential

Personal Characteristics

Good time management skills	Essential
Ability to manage a team	Essential
Professional, approachable manner	Essential
Confident communicator, with the ability to build relationships both internally and externally.	Essential

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent
Duties :	As attached job description
Salary :	£45,000 per annum
Hours:	Full time (40 hours per week) on a rota basis (five days over seven including evenings and weekends)
Holidays:	36 per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
Sickness:	10 days in any consecutive twelve month period, or longer period at West Dean's discretion, after six months' continuous service.
Benefits:	contributory pension scheme, childcare vouchers, subsidised meals, free and discounted places on short courses at West Dean College.