

University for the Creative Arts

Technician Commitment. Summary of Technical Services Key Duties and Levels of Responsibility

Key Task/Responsibility	Assistant Technician (Grade 4)	Technician (Grade 5)	Technician Tutor (Grade 6)
To offer technical advice and assistance on request by students and staff	X	X	X
To construct a schedule for the maintenance and repair of equipment within the defined areas and carry out routine work, which is not covered by service contracts	X	X	X
To ensure the security and supervision of the designated areas and the equipment contained within them	X	X	X
To undertake and maintain a record of COSSH and risk assessments necessary for the operation of the designated areas	X	X	X
To ensure designated areas are clear, tidy and remain a healthy and safe working environment at all times	X	X	X
To assist in the organisation and preparation of external and internal shows and student exhibitions	X	X	X
The technical demonstration of methods, skills and techniques to students so that they gain competencies and independence in the use of processes, software, equipment required for their course of study		X	X
Providing technical tutoring to students to include contextual and theoretical information about the background and development of technical processes and tools, as detailed above			X
Giving in depth advice to students on the technologies that will advance their work, including a range of alternative strategies. This may be proactive and will include giving direction that supports the conceptual progression of student work			X
Supporting the formal process of assessment (technical aspects of a project)			X