

JOB DESCRIPTION

Job Title:	Senior Technician (Graphics)
Ref No:	ACI125
Campus:	Middlesex College of Minzu University of China, Hainan Campus
Grade:	Grade 6
Starting Salary:	£32,982 per annum exclusive of Outer London Weighting rising to £38,205 incrementally each year
Hours:	35.5 hours per week, actual daily hours by arrangement
Period:	3 Year Fixed Term Contract
Reporting to:	Joint Institute Dean, Middlesex College of Minzu University China (soon to be appointed)
Reporting to Job Holder:	N/A

Context

Middlesex College of Minzu University of China (“the Joint Institute”) is a non-independent international joint-venture learning institution established by Minzu University of China (“the Partner University”) in collaboration with Middlesex University London, UK. The Joint Institute is located in the Hainan Li'an International Education Innovation Pilot Zone and falls under the jurisdiction of Minzu University of China. The total enrolment of the Joint Institute is estimated at 1,080 students per year by 2027/28.

The Joint Institute offers four undergraduate programmes that are all recognized as national first-class undergraduate programmes including Dance Performance, Music, Visual Communication Design (Graphic Design and Visual Cultures), and Fashion Design, as well as a Master’s programme in Visual Communication Design (Graphic Design and Visual Cultures).

Leveraging the high-quality resources of both universities, the Joint Institute aims to cultivate international, high-level, and application-oriented talents with entrepreneurial ability. These talents are prepared to adapt to the development of national culture and art, economic and cultural construction, and meet the demands of constructing a free trade port with distinctive Chinese characteristics.

Role Summary

To provide technical expertise and knowledge relating to graphic design, with a strong emphasis on providing specialised guidance to enabling students from relevant programmes to achieve learning outcomes, at the Middlesex College of Minzu University of China (“the Joint Institute”) in Hainan, China.

Job Purpose

To deliver technical expertise, guidance and specialised demonstrations to student and staff to enhance teaching, learning and research. The job holder will operate with a degree of autonomy within the parameters of the academic and research programmes and be accountable for core aspects of the overall running and the efficient operation of the graphic design and other assigned facilities.

Main responsibilities

Teaching Delivery / Training / Commitment

- Provide specialist guidance to students and staff about use of technical equipment / facilities and software to help them link their conceptual ambitions to practical realisation.
- Enhance and review the skills of students and provide constructive criticism/feedback.
- Contribute to the development of academic programme(s) from a technical perspective.
- Represent the technical team in relevant internal meetings to link technical activities to academic planning.
- Design, deliver inductions with detailed health & safety and technical component.

Technical, Administration and Resource Co-ordination

- Co-ordinate key technical activities (which may include co-ordination of other technical staff) to enable the technical areas to operate effectively e.g. student training programme or scheduling.
- Co-ordinate allocated resources efficiently, ensuring continual availability of consumables and (if applicable) loan equipment.

Health and Safety

- Co-ordinate key health and safety processes and make an active contribution to the development and implementation of Health and Safety (H&S) policy within own area e.g. provide induction to H&S, instructions on machinery and equipment use and maintain H&S records.

Customer Service

- Resolve the most complex technical enquiries within the parameters of the existing technical infrastructure. The post holder will work closely with other technicians, to provide a flexible service to students and staff.

Projects

- Design and lead independent investigation e.g. to test and develop new equipment, infrastructure, software or materials.
- Deliver technical projects that provide specific technical support to teaching or research programmes, contributing to project scoping and design and ensuring delivery to cost and time requirements.

Expertise development

- Mentor colleagues to develop their technical capabilities and understanding e.g. linkage between technical activities and academic programme.

Additionally:

- Carry out any other duties as commensurate to the level of the post.
- The post-holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager
- The post-holder will be expected to actively follow Middlesex University policies and procedures, including Equality & Diversity policies, and maintain an awareness and observation of the Fire and Health & Safety Regulations applicable whilst working in Hainan, China
- To work in accordance with the Joint Institute's values and vision, to support transnational education
- The job description will be reviewed and may be amended from time to time in consultation with the post-holder

PERSON SPECIFICATION

Job Title: Senior Technician (Graphics)

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

Knowledge, Skills and Experience

Education / Qualifications

Essential:

- Educated to degree level in a relevant technical subject, or relevant experience in a technical role demonstrating graduate equivalent skills

Desirable:

- A postgraduate or professional qualification in a relevant technical discipline
- Postgraduate Certificate in Higher Education (PGCHE)

Knowledge, Skills and Experience

Essential:

- Advanced practical knowledge of current design industry practice, in relation to technical processes software and techniques with a proven ability of working in a high pressured environment with an escalating workload.
- Proven technical skills with experience of delivering technical expertise to similar academic programme(s) or to a similar level in industry.
- Advanced practical and innovative technical skills with experience of delivering technical expertise to similar academic programme(s)
- Advanced practical knowledge, proven and demonstrable skills in:
 - Adobe Creative Suite - with particular strength in Photoshop / InDesign / Illustrator / After Effects
 - Knowledge of User Interface/User Experience (UI/UX) including Figma or equivalent UI design tools
 - RISO printing
 - Digital / Inkjet printing / large format printing / exhibition printing
 - Knowledge of reprographic workflows / file preparation for print / PDF
 - Digital Photography production and post-production including Scanning and retouching
- Proven IT skills relevant to technical subject and specialism (Mac and/or PC).

Desirable:

- Advanced practical knowledge and proven skills in:
 - Books / binding
- Knowledge / practice in traditional print (silk screen / etching / mono print / letterpress).
- Traditional, analogue, photography - knowledge of history etc.
- Colour Management skills and knowledge.

- An understanding of traditional and emerging technologies including Artificial Intelligence (AI).
- Advanced IT skills in a print environment including network set ups.

Teaching

Essential:

- Understanding of good professional practice in learning and teaching
- Commitment to providing a high-quality experience for learners.

Working with others

Essential:

- Ability to work independently and also collaboratively and constructively with other technical and university colleagues to enhance student experience and outcomes

Health and safety

Essential:

- An understanding of relevant policies, processes and legislation, including detailed knowledge of health and safety legislation

Desirable:

- Institution of Occupational Safety and Health qualification or similar safety qualification

Equality Diversity and Inclusion

Essential:

Demonstrable commitment to fairness and the principles of equality and inclusion.

Leave: 30 days per year pro rata

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements, the duties and location of this post and the role of the post-holder may be changed after consultation.

Accommodation: The University shall provide suitable accommodation in reasonable proximity to the campus for the duration of the appointment.

Visa Support: Middlesex University shall pay for agency support in relation to your application for a visa.

Insurance: Middlesex University shall provide relevant insurance cover for staff for the duration of their assignment in China.

Flights & Travel Arrangements:

Return flights and airport pick up in China shall be paid for by Middlesex University.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students

Any offer of employment for this role is conditional upon satisfactory clearance from DBS and obtaining a satisfactory basic DBS certificate. A satisfactory basic DBS certificate is required in order to obtain a visa and/or work permit to lawfully work in Hainan, China.

Successful applicants will be responsible for managing their own personal tax

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online. Our online jobs portal can be found here: jobs.mdx.ac.uk

If you wish to discuss the job in further detail, please contact Daniel Sosnowski, Head of Technical and Teaching Resources, via email on D.Sosnowski@mdx.ac.uk