

JOB DESCRIPTION

Job Title:	Graphics Technician (Maternity cover)
Department / Unit:	Geography
Grade:	RHUL 7
Accountable to:	Technical Operations Manager
Accountable for:	N/A
Purpose of the Post	
To provide technical support to the department through the production of displays, diagrams, maps and posters for teaching, advertising and research. To provide guidance to staff and students creating material for publication and/or presentation.	
Key Tasks	
Responsible for the day-to-day running of the Humphries Graphics Suite, including job authorisation, record keeping, sourcing and maintaining consumable stocks within budgetary constraints.	
Responsible for the production of maps and diagrams using computers interfaced with various formats of scanners and printers. Provision of cartographic services and advice to staff and students on production of maps, diagrams and displays.	
Responsible for designing and producing materials for publications, poster displays, course documents and department literature.	
Liaison with other College academic and administrative departments. Production of maps and diagrams to be used in the college prospectus, conference packages, on web pages and with other promotional materials.	
Liaison with department staff in order to update the department's social media platforms in line with GDPR regulations.	
Teaching undergraduate and postgraduate students modern cartographic, digitising and scanning techniques using integrated computer hardware and software. Advising on appropriate techniques.	
Provide advice and instruction on presentation of cartographic illustration and GIS data.	
Delivery of instruction sessions to students on principles and practice of poster generation, content, format and production methods.	

Provision of large format printing and encapsulation services.

Provision of logistical support on at least one overseas student field trip.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder will actively follow Royal Holloway policies including Equal Opportunities and GDPR policies.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Other staff members of the department
Postgraduate and undergraduate students
Colleagues in other departments
External suppliers

PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate

Job Title: Graphics Technician**Department: Geography**

	Essential	Desirable	Tested by Application form/Interview/Test
Knowledge, Education, Qualifications and Training			
Degree or demonstrable experience in Graphical drawing and/or Cartography	X		Application form
Skills and Abilities			
Ability to work in Mac and Windows operating systems	X		Application form, interview, test
Confident in the use of Adobe Illustrator and Photoshop	X		Application form, interview, test
Excellent written, oral and listening communication skills	X		Application form, interview
Ability to interact and liaise with people at all levels within the department including staff, visitors and students	X		Application form, interview
Ability to prioritise, organise and schedule own workload	X		Application form, interview
Ability to work as part of a team and independently	X		Application form, interview
Experience			
Experience of graphic/cartographic design	X		Application form, interview
Experience of GIS		X	Application form, interview
Experience of supporting student field trips		X	Application form, interview
Experience of working in Higher Education		X	Application form, interview

Other requirements			
Interest in Geography and GIS	X	X	Interview
Ability to undertake the duties associated with the role ie manual handling			Interview
Occasional weekend and evening work		X	Interview
Able to attend overseas residential fieldtrip in January 2020		X	Interview
Able to commence work in August		X	Interview