



NOTES

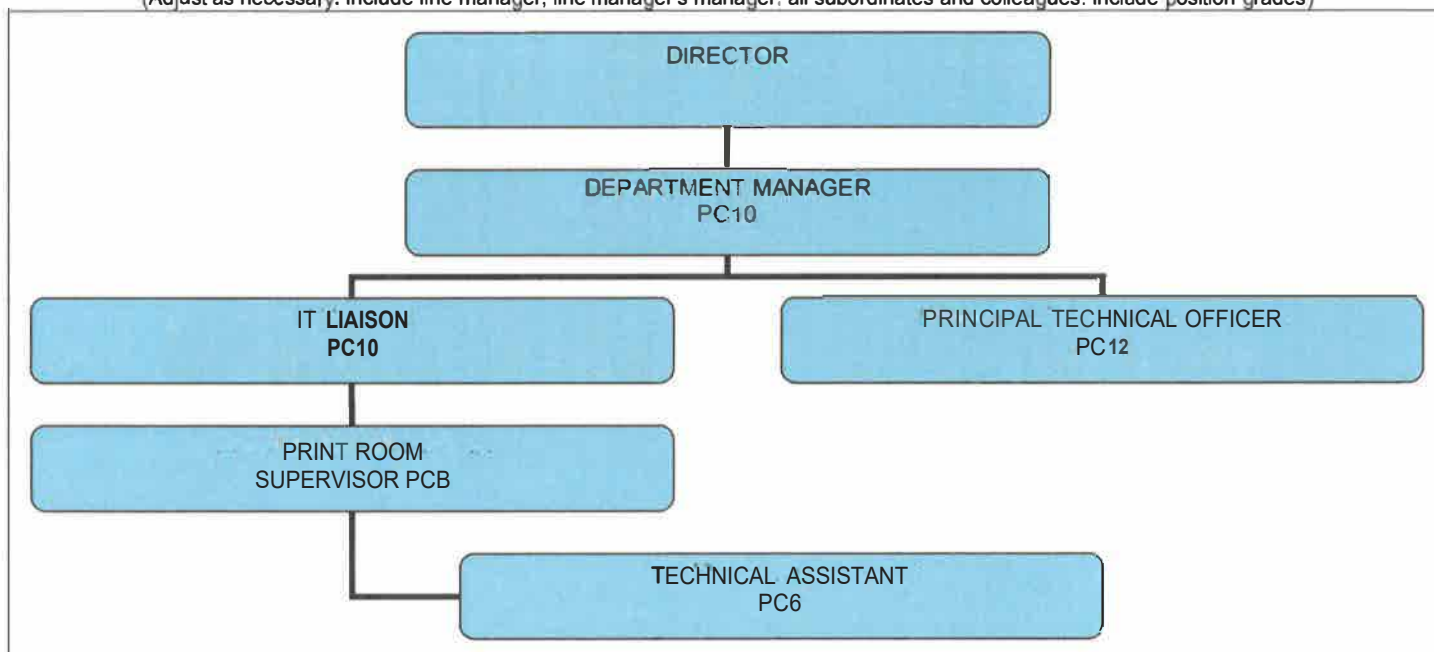
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Technical Assistant		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Architecture, Planning & Geomatics		
Academic department / PASS unit	Architecture, Planning & Geomatics		
Division / section			
Date of compilation	28.03.2023		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is: to primarily assist the Print Room Supervisor in managing the large format printing requirements within the School of Architecture, Planning & Geomatics. The position also offers additional support to the audio-visual Technical Officer. This is a crucial support role that requires the ability to interact with the various IT and AV components to ensure their functionality at all times and for different purposes.

		CONTENT		
Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/ format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Assist in managing Print Room production	50%	- Understanding the operations of the Print Room - Being able to make decisions and strategize around workload management in conjunction with Print Room Supervisor - Assist with daily running of the Print Room, which includes but is not limited to large format printing, scanning, plotting, binding, laminations - Managing the Print Room operations to ensure operational needs are met when the Print Room Supervisor is not available - Assist staff, students and external stakeholders in troubleshooting solutions related to large format printing operations which includes correcting drawing files to the correct specifications that supports the equipment and applications used - Assist the Print Room Supervisor and Line Manager to identify and source troubleshooting solutions when equipment errors occur. - Assist students on Vula/Amathuba that require large format printing - Keep abreast with software and maintenance (To operate the equipment a good understanding of various software packages such as CorelDraw, AutoCAD, Sketch-Up, Acrobat, Revit, Photoshop, Illustrator is required)	- Time management - Ability to multi-task and prioritize tasks - Communication - Knowledge of UCT policies and procedures - Knowledge of large format printing equipment - Knowledge of software packages typically used together with large format printing equipment (Adobe, Autodesk, etc) - Ensure print deadlines are met - Print Room is optimally managed and operations are smoothly run - Understanding vula and Amathuba platforms
2	Assist in managing Print Room equipment	10%	- Report equipment errors and or maintenance requirements when a technician is required - Perform regular maintenance checks and run tests on all print room equipment - Run major services on equipment before exams to ensure optimal operations - Troubleshoot problems to find quick solutions to printing errors	- Knowledge of large format printing - Time management - Communication - Technical knowledge of printing equipment - Knowledge of software packages that support large format printing equipment - Knowledge of UCT ICTS and networks systems - Relationship management

			- Ability to read and respond to error reports from plotters - Monitoring consumption levels and replenish materials (ink, paper, lamination sheets etc.) - Conduct research on large format printing solutions for the school to keep abreast of innovative and cost effective ways of printing. - Submit motivations and quotes to the department rep on the EBE Equipment committee to ensure longevity of the Printing equipment that supports undergraduate teaching - Liaising with suppliers and technicians	- Stakeholder management and engagement - Knowledge of software packages typically used together with large format printing equipment (Adobe, Autodesk, etc) Knowledge of equipment maintenance specific to the Print operation
3	Assist in managing 24-hr Hub equipment	10%	- Manage all aspects of the 24hr print hub (assist in keeping the venue orderly and managed) - Manage consumable consumption and replenish as needed - Run regular maintenance on plotters - Ability to read and respond to error reports from plotters - Liaising with suppliers, technicians and ICTS lab administrators	- Relationship management - Stakeholder engagement and management - Communications - Time management - 24hr hub is optimally managed and operations are smoothly run - Technical knowledge of large format printing equipment Knowledge of UCT ICTS and networks systems
4	Assist in managing Print Room finances	5%	Assist with managing the student payment system for printing	- Knowledge of UCT finance and money-handling policies - Communication - Knowledge of completing finance forms and record keeping
5	Assist in managing Audio Visual setup & equipment	20%	- Assist as back up for audio visual technical during busy times - Support setups of portable data projectors, portable amplifiers, laptops, large format monitors, interactive white boards, webcams, speakers, inverters - Assist in preparing lecture venues & exam set up - Assist with wifi connections and troubleshooting both for internal and external stakeholders (connect with Department IT Liaison for wifi access as needed) - Managing the audio visual operations in the absence of the AV technician - Assist in managing and controlling the booking system for equipment , this includes camera equipment for fieldwork Report breakage or maintenance needs to audio visual technician as required	- Communication - Time management - Ability to multi-task - Knowledge of a wide variety of audio visual equipment - Knowledge of venue AV equipment set up - Knowledge of typical venue-specific teaching setup requirements - Knowledge of venue set up structures - Stakeholder engagement and management - Knowledge of UCT ICTs and networks systems - Knowledge of AV booking system -

6	Departmental Assistance	5%	- Assist the Department Manager with various tasks such as collections, distribution of advertising materials	- Stakeholder engagement - Relationship management - Communication - Time management - Task efficiency
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MINIMUM REQUIREMENTS

Minimum qualifications	Matric/ grade 12, plus Certificate in Desktop Publishing/ Printing or for RPL, 3 years working experience in a large format print environment dealing using desktop publication software			
Minimum experience (type and years)	3 years work experience with large format printing in a Higher Education environment using desktop publishing software, specifically dealing with Architectural/Survey mapping or similar would be advantageous			
Skills	Working understanding of large format printing equipment including different types of media and materials. Working understanding of desktop publishing software and printing techniques.			
Knowledge	Working knowledge of pdfs, basic digital and computer literacy. Understanding print file optimization as well as scanning theory.			
Professional registration or license requirements	none			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to handle cash or electronic banking			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	1	Building interpersonal relationships	1
	Client/student service and support	1	Communication	1
	Planning and organizing / work management	1	Safety awareness	1
	Teamwork / collaboration	1	University awareness	1

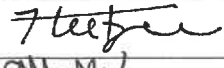
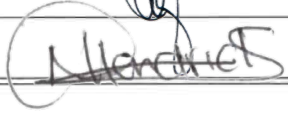
SCOPE OF RESPONSIBILITY

Functions responsible for	Technical responsibilities relating to a large format print environment
Amount and kind of supervision received	Minimal to no supervision
Amount and kind of supervision exercised	Not required
Decisions which can be made	Decisions relating to equipment maintenance and management, scheduling of workloads and assignments
Decisions which must be referred	Finance related matters. Booking of AV equipment to external parties

CONTACTS AND RELATIONSHIPS

Internal to UCT	ICTS; UCT PRINT SERVICES (INTERNAL SUPPORT SERVICES)
External to UCT	NASHUA; REGMA; MINOLTA ; WALTONS (GENERAL SUPPLIERS)

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	Mr Clyde Ohlson			
Direct Line Manager/Supervisor	Mr Leon Coetzee		x 4105	19 JUNE '23
Area Line Manager	Mrs Janine Meyer			
HOD	Prof Nancy Odendaal			
Dean / ED	Prof Alison Lewis		x2702	11 July 2023
HR Business Partner	N Hendricks		3921	14.07.2023