

CANDIDATE PACK

Graduate Technician in Fashion

Creative Arts and Technologies (CAT)

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, Contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

College of Creative Arts and Technologies

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement and Graduate Futures Directorate
- Digital and Technology Services
- Estates
- Finance and Commercial Activities
- Global Engagement
- Global Recruitment, Admissions, Marketing and Communications
- Graduate School
- People, Culture and Wellbeing
- Research and Knowledge Exchange Office
- Strategy, Planning and Performance
- Student and Academic Services
- Learning Innovation and Digital Engagement



JOB DESCRIPTION

Job Title: Graduate Technician in Fashion

Reports to: Technical Team Leader

Department: Creative Arts and Technologies (CAT)

Grade: NG2

ROLE PURPOSE

The role is intended to provide development opportunities for recent graduates by helping them gain professional experience and work across a range of activities to strengthen their employability and career prospects. They will provide support to the Fashion facilities, in support of its operational priorities, this will include supporting inventory of stock/materials, ensuring safe use of space and equipment, as well as provide general information and advice to students and colleagues.

PRINCIPAL ACCOUNTABILITIES

To oversee open access for students within the department, this includes shutting down studios (turning power and irons off) before leaving and making sure students are adhering to health and safety during this time.

To support the Technician team with the delivery of a range of customer-focused technical services within Fashion Design. This will include:

- Assist the Technical Team Leader with supervising the "specialist machine room" and completing small sewing activities such as button holes for students across all years.
- Answering questions related to garment construction or directing students to relevant colleagues/services.

To understand the day to day operation of studios through shadowing colleagues within the Technical team they will also receive guidance from specialist technicians.

To ensure that any activities which they are involved in fully comply with relevant health and safety procedures and to assist with any health and safety compliance and intervention requirements as directed by colleagues in the technical team.

Assist with the administration of resource management booking system e.g. stores, self-directed study spaces etc.

To assist the technical team supporting the preparation of practical classes throughout the calendar year, these may include; updating any physical or digital learning aids such as step-by-step samples, videos or handouts, mounting of internal/external examinations and exhibitions to showcase portfolios of work, preparation of materials/media for workshops and inductions etc.



Under the close supervision of technical colleagues carry out basic maintenance of equipment. This would include fixing tension or needles on machines inclusive of: Basic flat bed sewing machines, overlockers industrial irons and other specialist machines. Threading up all machines. Reporting any broken beyond repair machines to Technical Team Lead and logging this issues on our inventory list.

Facilitating the running of our digital plotter-cutting service under close supervision of the Technical Team Leader including printing off pre-approved files and taking payment for student usage.

To participate in and contribute to technical team meetings. To undertake relevant continuous professional development activities to maintain up to date knowledge and skills in the designated specialism.

To carry out other duties appropriate to the grade, as required by the line manager

CONTEXT

The post holder will be expected to utilise their skills to deliver a responsive service to students and colleagues of DCDI courses, and in particular those involving the creation of projects within the Fashion technical spaces.

The post is intended for recent graduates to allow them to develop their knowledge and skills and gain a good practical grasp of processes within the workshops, safe working practices and knowledge of materials. They will have regular and on-going access to experienced colleagues in order to support them in their learning, development and skills in order to gain future employability skills and reflect on their practice and any areas for development.

A willingness to engage with the creative and practical aspirations of students is essential, in order to guide them appropriately in the context of course learning outcomes and established technical procedures within the Fashion areas.

The University requires all postholders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

DIMENSIONS

The post-holder has no line management or budgetary responsibilities but works as part of a team, in supporting the activities of the College.

The post-holder is a user of the equipment/physical resources in the designated technical service area.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

Recent completion of a course of Undergraduate or Postgraduate study in a discipline relevant to Fashion and/or Creative Media and Technology

TRAINING AND EXPERIENCE

Essential

Knowledge and experience of working within a Fashion environment, gained through their degree course or employment.

Established IT skills specifically MS Office (especially Excel, Word and PPT) package

Experience of working as part of a team

Experience of providing successful customer service to a range of stakeholders

Awareness of client/customer/student experience context and/or student expectations.

Awareness and understanding of health and safety in a fashion environment, this may have been gained through knowledge as a student in these areas.

Ability to ensure required rules and behaviours are adhered to in line with safety requirements.

Desirable

Administrative experience, ideally working with databases and/or systems

Experience of working in a workshop

Some knowledge of Health and Safety legislation and risk assessment

First aid trained

Fire Marshal trained



APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

Ability to establish good working relationships with colleagues, students and external bodies

Ability to work in an efficient and organised manner with the ability to prioritise and handle multiple tasks and meet deadlines.

Strong oral and written communication skills

Good numeracy skills

Strong attention to detail

Flexibility and patience

Good interpersonal skills

Keen to learn and develop within the role

Fully committed to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment, sexual misconduct, discrimination and victimisation are neither tolerated nor acceptable



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to register as a candidate and complete your online application.

You will be requested to upload a CV which will be used to populate relevant sections of your application. You will also be requested to complete a concise statement in support (ideally no longer than 1000 words), addressing the criteria in the Person Specification and your motivation for applying.

The deadline for receipt of applications is 11.59pm on 24 September 2026.

Interviews will take place on TBC.

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

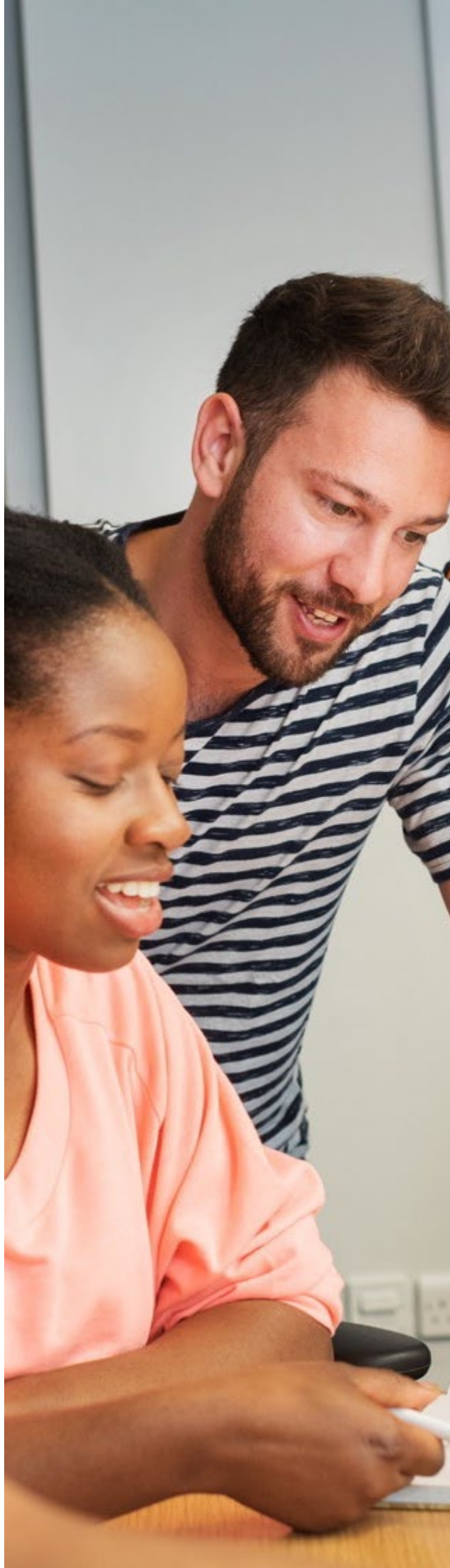
The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





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