

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Chelsea Specialist 3D Technician (L&T)
Metalwork

Salary: £33,653 - £41,329 pa

Contract Length: Permanent

Hours/FTE: full-time

Grade: 4

Location: Chelsea - Millbank

Accountable to: Chelsea Technical Manager (through
Technical Coordinator3D)

College/Service: CCW Technical Resources

Purpose of Role:

To provide professional technical expertise, guidance and advice in the Metal Workshop to contribute to the delivery of academic learning activities within Chelsea College of Arts.

To provide support for student learning, informal and formal training and instruction, and the development of proficiency with highly specialist techniques, production methods and technology related to use of metal working within fine art and design practice

To contribute technical input into student concept and expressive/creative intention, including giving feedback to students with reference to appropriate learning outcomes of the course or project.

Duties and Responsibilities

- To take co-responsibility for effective day to day running of the metal workshop resource area within the College, including managing day-to-day student access and the booking of specialist facilities and use of equipment within timetabled teaching sessions and for individual student access.
- To provide formal or informal sessions to students that may include one of more, demonstration and instruction including preparing, developing and delivering a wide and varied programme of technical demonstrations within area of expertise to run over the Academic year
- To contribute, as a member of the technical resource area team, and within agreed academic teams with the planning and development of the course/programme area, the identification of learning outcomes, including curriculum development, research and commercial activities within area of expertise.
- To contribute and collaborate with technical team members as required to ensure the key priorities, levels of service and good practice are met successfully; including compliance with Health and Safety regulations, updating skills and expertise, liaising with team members, Technical Coordinator and/or Technical Manager.
- To work at an agreed level within the terms of the glossary of key terms (describing T & L relationships between Technicians and students) to contribute to the delivery of Orientation sessions, Inductions, Technical Workshops, supervised Negotiated /Open access by supporting student, and course needs/timetables so that technical support is targeted effectively.
- To contribute to planning, development and delivery of learning activities supporting student learning and research, liaising with Course Leaders and academic staff informally and formally within Course meetings.
- To demonstrate a high level of independent responsibility for the diagnosis and resolution of problems and creative/artistic challenges encountered with the execution of duties and responsibilities.
- To carry out detailed research and to demonstrate an ability to diagnose and resolve problems of a technical, complicated nature, that involves testing and re-testing scenarios and processes to lead to the successful design and achievement of intended learning outcome/execution of work.
- To liaise internally and externally with professionals and recognised practitioners and designers, attend conferences and exhibitions to share and develop ideas, knowledge and expertise that can be translated to support academic learning and research activities.
- To provide professional technical guidance and advice to Technical Coordinator and/or Technical Manager,

and assist with the commissioning of new equipment including the delivery and installations of equipment.

- To be involved with the design, production and development of appropriate teaching and learning materials to suit own specific areas of specialist activity and service delivery.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

- Chelsea Technical Manager, Chelsea Technical Coordinator 3D and other 3D Specialist Technicians (L&T)
- Academic Staff
- Suppliers and Contractors

Specific Management Responsibilities

Budgets: consumables budget if designated under guidance of Chelsea Technical Coordinator

Staff: none

Other: Co- responsibility for the safety and security of equipment and learning environment and within related technical areas of the College provision

Signed Sally Tiffin Date of last review 2nd August 2017
(Recruiting Manager)

Person Specification	
Specialist Knowledge/ Qualifications	<i>BA Degree in Art & Design or equivalent In depth knowledge of a wide range of metal working, casting and foundry techniques</i>
Relevant Experience	<i>An understanding of HEI level education and experience of working with students in a workshop or teaching environment</i>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems