

JOB DESCRIPTION AND PERSON SPECIFICATION			
<b>Job Title:</b> Specialist Technician – Casting Workshop		<b>Accountable to:</b> Technical Coordinator	
<b>Contract Length:</b> Permanent	<b>FTE/Hours:</b> 35 Hours Per week (Full Time)		<b>Weeks per year:</b> 52
<b>College/Service:</b> Central Saint Martin /TTR		<b>Location:</b> King's Cross	
<b>Grade:</b> 4		<b>Salary:</b> £36,532 - £44,865 per annum	

**Purpose of Role**

- As a member of the College’s technical team, you will provide professional technical expertise, guidance and knowledge relating to mould making, life casting and general casting in a range of materials including but not exclusive to resins, silicones, waxes, Jesmonite, plasters and alginate.
- To contribute critical input to student concept and expressive/creative intention, including giving feedback to students and contributing to student formative assessments, with reference to appropriate learning outcomes of the course or project.
- To provide support for student learning, informal and formal training and instruction, and the development of proficiency of relevant platforms, tools and methods.
- The post holder will be responsible for specialist equipment and consumables usage and maintenance, in accordance with relevant legislation, health and safety policy and University policy. This includes the administration of relevant online systems, orders, bookings and maintenance records.

**Duties and Responsibilities**

- To provide day-to-day student facing specialist technical support for Mould Making and Casting activities.
- To provide technical demonstration and information, pertinent to the role, to a wide range of stakeholders, including the delivery of both timetabled and non-timetabled workshop sessions.
- To take on independent responsibility for the day-to-day operation and maintenance of the Mould Making/Casting Workshop including housekeeping, the ordering of materials & equipment and the provision of a safe working environment for all workshop users.
- To provide information and updates for local on-line learning platforms (Moodle or equivalent) as required.
- To work in collaboration with members of the Materials Workshop team and other technical teams to achieve shared objectives.
- To fully engage with the local workshop booking system (ORB or equivalent) and the on-line student purchasing (E-Store) of materials.
- To actively engage in the resolution of problems and creative/artistic challenges students and staff encounter with the execution of their work in

relation to Mould Making/Casting process'.

### **Development**

- Contribute, as a member of the technical team, with the planning and development of the area including the identification of learning needs, implementation of learning outcomes, research and commercial activities.
- Through continuous personal and professional development to maintain a keen interest in technical developments that are relevant to the technical support of the academic programmes.

### **In addition to the above, the post-holder will:**

- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto.
- 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.
- 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.
- 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:**

- Technical Resource Managers, Technical Coordinator, Technicians, Course Leaders, Lecturers, Facilities, Suppliers Finance office, Contractors, Estates Staff.

### **Specific Management Responsibilities**

**Budgets:** Resource budget allocations, relating to facilities and consumables with TCO.

**Staff:** General supervision of Technical Assistants.

**Systems:** Online booking systems (ORB), E-store.

**Other:** Immediate working environment /technical facility / area and related equipment



## Job Title: Specialist Technician Casting

### Grade: 4

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

Person Specification	
Specialist Knowledge / Qualifications	<p>Skills essential to the role include:</p> <ul style="list-style-type: none"><li>• Plaster mould-making &amp; casting.</li><li>• Resin casting</li><li>• Silicone mould-making &amp; casting.</li><li>• Jesmonite mould-making &amp; casting.</li><li>• Wax casting and mould-making for wax.</li><li>• Alginate mould-making</li><li>• Life Casting and mould-making.</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Relevant technical experience (Mould Making/Casting) in an educational and/or professional working environment.</li><li>• An understanding of the implementation and use of Health and Safety in an educational and/or professional working environment.</li><li>• A provable ability to disseminate information in both 1-1 and group scenarios.</li><li>• A wide, general, understanding of processes and materials.</li><li>• Producing and delivering written and verbal presentations for a diverse audience.</li></ul>
Communication Skills	<ul style="list-style-type: none"><li>• Communicates effectively orally, in writing and/or using visual media. Able to explain complex technical concepts to a diverse audience in an inclusive and accessible way.</li></ul>
Health and Safety	<ul style="list-style-type: none"><li>• A baseline understanding of relevant policies, processes and legislation, including detailed knowledge of health and safety legislation.</li><li>• IOSH qualification or similar Health and Safety qualification <b>(desirable)</b>.</li></ul>
Research, Teaching and Learning	<ul style="list-style-type: none"><li>• Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</li></ul>
Working with	<ul style="list-style-type: none"><li>• Ability to work collaboratively and constructively with</li></ul>

others	other technical and university colleagues to enhance student experience and outcomes.
Planning and Managing Resources	<ul style="list-style-type: none"> <li>Effectively plans, prioritises and organises work to achieve objectives or projects on time.</li> </ul>
Student Experience or Customer Service	<ul style="list-style-type: none"> <li>Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.</li> </ul>
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> <li>Identifies innovative and creative solutions to resolve problems. Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.</li> </ul>

Last updated: November 2020