ual:

Job description and person specification

Interim 3D Workshops Manager

camberwell college of arts | central saint martins | chelsea college of arts | london college of communication | london college of fashion | wimbledon college of arts

Job description

Job title	Interim 3D Workshops Manager
College/Exec Group	Camberwell, Chelsea and Wimbledon
Department/Team	Technical Resources
Accountable to	Technical Operations Manager
Contract	Fixed Term - 12 months
Term	35 hours per week, 52 weeks per year
Grade	Grad
Salary	£44,375 - £52,977 per annum
Location	Chelsea, Camberwell and Wimbledon Colleges of Art
Job family	Technical
HERA reference	SICOM_TECH_CCW_02

Purpose of the role

As the 3D workshops Manager, you will effectively and efficiently manage specialist workshop spaces within the 3 Colleges, including day-to-day line management of a large technical team.

You will liaise and report to the appropriate Technical Manager and/or the Head of Technical Resources for operationally devolved responsibilities, and you will ensure that the service user experience meets the University's defined professional and quality standards.

Key duties and responsibilities

- Ensure key priorities are met on a daily basis for the delivery of technical resources (people, facilities and equipment) within a specific area for both academic delivery and commercial provision.
- Contribute to the development of team members in agreement with the Technical Manager and/or Head of Technical Services.
- Provide coaching/mentoring/training of team members within areas of specialist expertise and regularly cascade information and updates from relevant groups and committees within the college and university.
- Monitor service delivery and users' needs to ensure that service standards are delivered successfully and ensure the safe and efficient use of technical resources,

escalating key issues to the technical manager and/or head of technical services.

- Liaise with the Technical Manager and/or Head of Technical Services, and with regular and specialist suppliers, when sourcing materials and placing orders, and keep accurate records of transactions and monitor consumables budgets.
- Liaise with the appropriate staff to ensure the safe and effective use and booking of specialist facilities i.e. darkrooms, studios, and for students' bookings related to learning activities within a specific area of responsibility.
- Manage the day-to-day running of facilities in liaison with devolved responsibilities from the Technical Manager and/or Head of Technical Services, dealing with suppliers and contractors with the management of projects to deliver development and change where necessary.
- Contribute to the project planning and delivery of exhibitions and events within the college.
- Contribute as part of the Course Team and Technical Team, making recommendations and providing information to contribute to the delivery of the curriculum, course design and quality monitoring.
- Supervise and contribute to learning activities in accordance with Course objectives, providing specialist technical expertise, guidance and advice, training and support as required.
- Implement and coordinate professional and statutory diarised schedules of security and safety testing and maintenance for equipment, machinery, tools and facilities, liaising with Technical Team members.
- Ensure compliance and safe working practice with current Health & Safety requirements and procedures in accordance with best practice and the relevant legal requirement and responsibilities appropriate to the role. Escalating key issues to the Technical Manager and/or Head of Technical Services.
- Keep up to date with new developments within existing and emerging technologies, demonstrating and incorporating new techniques and procedures into working practice and cascading skills and knowledge to team members as appropriate.
- Where appropriate to work at a high level within the terms of the glossary of key terms (describing teaching & learning relationships between technicians and students)

Key working relationships

- Technical managers
- Team members
- Local line managers
- Course staff
- Facilities and Estates teams
- Suppliers
- All other University and College staff

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as

reasonably may be expected and assigned to you from anywhere within the university.

- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies 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.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Communication skills

- Ability to communicate clearly and persuasively, explaining complicated matters simply, tailoring delivery methods/media to suit the audience needs and understanding.

Leadership and management

- Experience of actively seeking to build productive and enduring relationships between teams to strengthen working relationships and foster collaborative working.
- Motivates and leads a team effectively, setting clear objectives to manage performance

Professional practice

- Ability to uses a range of methods, tools and equipment to achieve a safe and acceptable standard of work, developing abilities and finding ways of improving working practices safely.

Planning and managing resources

- Ability to ensure that time and resources are used effectively, continually reviewing progress to improve efficiency and to ensure that work of self and others is completed in line with short-term and long-term strategic objectives.

Teamwork

- Ability to effectively manage staff performance, using formal processes such as appraisal, evaluating performance.
- Ability to ensure that all team members understand what is expected of them, delegating work fairly and according to ability, monitoring progress.'

Student experience

- Builds and maintains positive relationships with students or customers.

Creativity, innovation and problem-solving

- Ability to challenges the status quo and provides mechanisms and approaches to explore new ways to solve issues.