

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Specialist Technician (3D Make)      **Salary:** £37,532 – £45,865 per annum.

**Contract Length:** Permanent      **FTE/Hours:** 1.0/ 35hrs      **Weeks per year:** 52

**Grade:** 4      **Location:** King's Cross

**Accountable to:** Technical Coordinator      **College/Service:** Central Saint Martins

**Purpose of Role**

As a member of the College's technical team, provide professional technical expertise, guidance and knowledge relating to both traditional fabrication and digital fabrication: supporting teaching, research, and commercial activities.

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 systems, Health and Safety documentation, orders, bookings, and maintenance records.

**Duties and Responsibilities**

**Technical Delivery**

- Support the supervision of learning activities within the technical environment ensuring safe use and compliance with local rules and Health and Safety regulations. Providing expert guidance and advice to students, helping students to identify and supply appropriate techniques, processes, materials, resources, and equipment to meet learning outcomes.
- To contribute to the delivery of technical provision and specialist knowledge of fabrication, and related digital technologies across wood, metal and plastics workshops.
- To provide student facing technical support for both traditional and digital making. Sharing responsibility for the day-to-day operation and the staff that work within the areas.
- 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.
- Co-ordinate technical activities (which may include co-ordination of other technical staff) to enable the technical areas to operate effectively (e.g. timetabling, online digital resources.) Co-ordinate allocated resources efficiently, ensuring continual availability of consumables and equipment. Collaborate with other staff across the disciplines as the role required to support the development and delivery of teaching and learning.

- To undertake or arrange planned maintenance and repairs liaising with suppliers and contractors to meet statutory and recognised professional procedures and guidelines. Perform routine housekeeping activities to keep all work areas in a safe, orderly, and clean condition. Keep maintenance logs and records up to date.
- To assist in the planning, preparation, mounting and dismantling of exhibitions and other public events.

### **Teaching and Learning Delivery**

- To contribute with the design, production and development of appropriate teaching and learning materials to suit areas of specialist activity and service delivery.
- To be responsible for inducting new users into the facilities, providing training on all aspects of use including health and safety. Provide formal or informal sessions to users that may include one or more of the following – induction, demonstration, instruction with a process/technique, coaching with the development and proficiency of skills, techniques, and 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.
- Though continuous personal and professional development 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 supporting actions associated with UAL sustainability initiatives.
- 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 Coordinator, Technicians, Technical Managers, Course Leaders, Lecturers, Graduate teaching assistants, Facilities, Suppliers Finance office, Estates.

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** General supervision of Support Technicians, Graduate teaching assistants and apprentices.

**Other** (e.g. accommodation; equipment): immediate working environment /technical facility / area and related equipment

Signed: Date of last review: April 2023

**Job Title: 3D Make Specialist Technician****Grade: 4**

The application form sets out a number of competence questions related to some of the above 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.

All criteria listed is essential unless marked as desirable

<b>Person Specification</b>	
<b>Specialist Knowledge / Qualifications</b>	Undergraduate degree in a relevant subject, or considerable relevant experience in a technical role demonstrating graduate equivalent skills.  Postgraduate degree in Design or associated discipline. <b>(desirable)</b>
<b>Relevant Experience</b>	Experience of teaching and/or demonstrating techniques related to traditional and digital making.  Proven technical skills with experience of delivering technical expertise to students or within an industry based environment.  Practicing artist or designer with skills and experience the creative industry.  Technical skills and an understanding of making in wood, metal, and plastics.
<b>Communication Skills</b>	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.
<b>Professional Practice / Health &amp; Safety.</b>	An understanding of relevant policies, processes, and legislation, including detailed knowledge of health and safety legislation.
<b>Research, Teaching and Learning</b>	Uses effective teaching, learning or professional practice to support excellent teaching, inclusivity and sustainability.
<b>Working with others</b>	Ability to work collaboratively and constructively with other technical and university colleagues to enhance student experience and outcomes.
<b>Planning and Managing Resources</b>	Effectively plans, prioritises, and organises work to achieve objectives or projects on time.
<b>Student Experience or Customer Service</b>	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues, or customers.

<b>Creativity, Innovation and Problem Solving</b>	Identifies innovative and creative solutions to resolve problems.
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Last updated: April 2023