

## JOB DESCRIPTION GRADE 4

**Job Title:** CCW Specialist Technician (L&T) 3D Workshops – Wood

**Accountable to:** 3D Workshops Manager - Camberwell Chelsea Wimbledon

**Contract Length:** Permanent

**Hours per week/FTE:** 14/ 0.4

**Weeks per year:** 52

**Salary:** £35,468 - £43,558 pro rata, pa

**Grade:** 4

**College/Service:** Chelsea Camberwell Wimbledon/ Technical Resources

**Location:** Camberwell (primary), Chelsea, Wimbledon

### **Purpose of Role:**

To be responsible to the 3D Workshops Manager Camberwell Chelsea Wimbledon for:

Providing technical expertise, guidance, support and advice to contribute to the delivery of learning activities within the Wood and fabrication Workshops.

To work alongside the resident woodwork technician in running the wood and fabrication workshop, including the undertaking of maintenance and general resource management.

Actively engaging with technical teaching and the delivery of relevant technical expertise to develop & support the expressive/creative intentions of learning activities within studios and workshops, including giving feedback to students and contributing to student informal formative assessments, with reference to appropriate learning outcomes of the Subject ethos or Course narrative

Role modelling behaviours that underpins actively promoting a positive experience for students and staff

### **Duties and Responsibilities**

- To contribute to planning, development and delivery of learning activities supporting student learning & research, liaising with Course Leaders and academic staff informally and formally for this purpose
- To supervise learning activities, providing expert guidance in the wood and fabrication workshops to enable students to identify and learn appropriate techniques & processes and use materials, resources and equipment for experimentation & research and to meet their learning outcomes
- To participate in a culture of mediated & facilitated cross Programme engagement
- To generate appropriate learning materials and information as required
- To undertake collective staff development with academic colleagues
- To participate at relevant Course level Committees and Forums ensuring that technical resources deliver a *good student experience* to meet Key Performance Indicators ( for example outcomes from student surveys)
- To contribute to safe working standards for both staff and students working in the 3D Workshop areas by creating a culture of awareness of workshop principles
- To liaise with the 3D Workshops Manager and regular suppliers & manufactures when sourcing materials and placing orders. Ensure that accurate records of transactions and purchase of equipment and consumables budgets are up-to-date and accessible
- 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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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</li> </ul>
<p><b>Key Working Relationships:</b> Managers and other staff, and external partners, suppliers etc.; with whom regular contact is required.</p> <ul style="list-style-type: none"> <li>• Studio Managers</li> <li>• 3D Workshops Manager</li> <li>• Lead Specialist Technicians</li> <li>• Academic Staff</li> <li>• Finance</li> <li>• Suppliers</li> </ul>
<p><b>Specific Management Responsibilities</b>  <b>Budgets:</b> Devolved Consumables Budgets as appropriate  <b>Staff:</b> None but some day to day co- supervision of Alumni Fellows required  <b>Other</b> Co-responsibility for 3D Workshops &amp; Equipment  HERA reference: SICOM 2b</p>

**Job Title: Specialist Technician (L&T)**

**Grade: 4**

Person Specification	
Specialist Knowledge/Qualifications	<p>Qualifications to BA level in Art, Design or Performance and/or Industry equivalent qualifications, experience or certification that demonstrates level of technical knowledge required for the role</p> <p>Desirable - PG Cert in Academic Practice in Art, Design &amp; Communication</p>
Relevant Experience	<p>Knowledge of working in an HE Environment</p> <p>Awareness of current pedagogic practice</p> <p>Demonstrable technical knowledge and use of 3D workshop machinery &amp; equipment in all or some of the following specialisms:</p> <ul style="list-style-type: none"> <li>• Woodwork</li> <li>• Plastics and composite materials (basic knowledge)</li> <li>• Digital Fabrication</li> </ul> <p>Desirable – knowledge of emerging 3D/Digital technologies, 3D fabrication and prototyping processes/techniques</p> <p>An ability to actively contribute to learning activities at a relevant level for the role</p>
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 proactively and 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 and anticipate problems

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

**Last updated: May 2022**