

JOB DESCRIPTION

Job Title: Studio Manager for Material and Spatial Practices Programme

Accountable to: Technical Manager for Programme Studios, Studio/Workshops and Foundation Provision

Contract Length: Permanent

Hours per week/FTE: 35

Weeks per year: 52

Salary: £38,694 - £46,423 pa

Grade: 5

College/Service: Chelsea Camberwell Wimbledon/Technical Resources

Location: Camberwell Chelsea Wimbledon /Across Millbank and Peckham Road

Purpose of Role:

To be responsible to the Technical Operational Manager - Programme Studios, Studio/Workshops and Foundation Provision for:

Operating as a key member of the Programme Team - using technical & subject specialist knowledge to proactively facilitate & coordinate the flow of learning activities within studios and workshops for the Material and Spatial Practices programme.

Role modelling behaviours that underpin actively engaging with the subject ethos & academic ambition within the Programme – developing expertise to contribute to the continual development of technical resources & learning activities and promoting a positive experience for students and staff

Duties and Responsibilities

- To line manage and support a group of Specialist Technicians by actively collaborating with Programme Directors and Course Leaders to ensure effective technical resource arrangements and progressive working relationships across the Courses
- Work closely with academic colleagues, planning and coordinating technical delivery in line with course/unit outcomes.
- To identify opportunities for collective staff development with academic colleagues
- To actively contribute technical expertise to develop a culture of mediated & facilitated cross Programme engagement within technical resources as agreed between Programmes
- To actively liaise with Specialist Technicians to triage and facilitate learning activities between Programme facing technical resources and cross College shared provision
- Work closely with the 3D workshop coordinator, timetabling workshop access to realise project outcomes.
- To participate at relevant Committees and Forums ensuring that technical resources deliver a *productive student experience* to meet Key Performance Indicators (for example outcomes from student surveys)
- To contribute to the generation of learning materials, reports and management information as required
- Manage and oversee the programme's software and studio computer provision, ensuring all software and hardware remain up to date and relevant to the courses delivery.
- To ensure appropriate and safe working standards for both staff and students working in the learning environment in area of responsibility are adhered by creating a culture of awareness through the implementation of studio and workshop principles
- Maintain the course makerspace provisions – ensuring the spaces are appropriately equipped and in safe working order.
- Work proactively within the studios, enabling students to continue their design and making processes.
- To liaise with the Technical Operational Manager and with regular suppliers and 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 maintain a presence both online and on site. To make use of UAL approved VLE (Virtual Learning Environments) platforms such as Teams, Moodle, Collaborate, etc...
- To work with the program across all sites it is delivered at, ensuring an even and balanced technical support provision across the programme.
- 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)
- 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: Managers and other staff, and external partners, suppliers etc.; with whom regular contact is required.

- Technical Managers
- Programme Directors
- Course Leaders and Year Leaders
- Academic Staff (Associate lecturers, Visiting Practitioners, etc...)
- 3D workshops Technical Co-Ordinator
- Alumni Fellows
- Estates and Facilities
- Finance
- IT
- Digital Learning Support
- Suppliers (software)

Specific Management Responsibilities

Budgets: Devolved Consumables Budgets

Staff: Specialist Technicians & Lead Technicians

Other Associated Learning Environments and Equipment

Person Specification	
Specialist Knowledge/ Qualifications	<p>Working knowledge of HE Environment/academic cycles and contemporary pedagogic practice</p> <p>Qualification to BA level in one of the following Art, Design or Performance or equivalent level qualifications or certification (with specialist knowledge relevant to the designated Programme area of role)</p> <p>Desirable - PG Cert in Academic Practice in Art, Design & Communication</p> <p>Demonstrable knowledge of H&S, COSHH, Risk Assessment</p>
Relevant Experience	<p>Experience of working collaboratively with academic & technical colleagues in relevant Subject area</p> <p>Demonstrable experience of organisational & coordination skills to ensure efficient and effective use of technical resources</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way including the ability to liaise across different professional groups</p> <p>Excellent coordination skills to ensure effective co-delivery of learning experiences</p>
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism including developing expertise that contribute to the development of pedagogic practice and resource management
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives

Teamwork	Works proactively and collaboratively as part of the Programme 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	Suggests practical solutions to new or unique 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: Feb 2021