

JOB DESCRIPTION

Job Title: 3D Workshops Coordinator Camberwell
Chelsea Wimbledon

Accountable to: Technical Manager for 3D Workshops and Serviced Learning Provision across Camberwell Chelsea and Wimbledon Colleges.

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
/expectation of Cross College presence

Purpose of Role:

To be responsible to the CCW Technical Operational Managers

Operating as a key member of the Technical Team - using technical & subject specialist knowledge to proactively facilitate & coordinate the flow of learning activities within the 3D Workshops Camberwell Chelsea Wimbledon

Role modelling behaviours that underpins actively engaging with the subject ethos & academic ambitions within the Programmes – 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
- To identify opportunities for staff to utilise and share expertise across the three Colleges
- 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
- 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
- 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
- To liaise with the Technical Operational Managers 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 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
- Academic Staff
- Finance
- Suppliers

Specific Management Responsibilities

Budgets: Devolved Consumables Budgets

Staff: Specialist Technicians & Lead Technicians

Other Associated Learning Environments and Equipment

3D Workshops Coordinator Camberwell Chelsea Wimbledon

Person Specification

<p>Specialist Knowledge/ Qualifications</p>	<p>Deep knowledge of Subject Specialism in Art School context</p> <p>Qualifications to BA level in Art, Design or Performance and/or Industry equivalent qualifications, experience or certification that demonstrate level of technical knowledge required for the role</p> <p>PG Cert in Academic Practice in Art, Design & Communication</p> <p>Actively developing or contributing to research in subject specialism</p>
<p>Relevant Experience</p>	<p>Extensive experience of working as a Specialist (L&T) Technician within an HE Environment leading on the delivery of technical teaching by applying deep knowledge to support subject/practice development & inquiry</p> <p>Able to demonstrate a level of experience that contributes to knowledge exchange and measurable developments within the area of specialism</p>
<p>Communication Skills</p>	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p>
<p>Leadership and Management</p>	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>
<p>Research, Teaching and Learning</p>	<p>Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity</p>

	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
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works 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	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