

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Technical Coordinator – 3D Workshop

Salary: £37,265 - £44,708 pa

Contract Length: Permanent

Hours/FTE: 35 / 1.00

Grade: 5

Location: Elephant and Castle

Accountable to: Head of Technical Resources

College/Service: London College of Communication, Technical Resources

Purpose of Role:

To effectively and efficiently manage the 3D Workshops and related technical areas at London College of Communication, including day-to-day line management and coordination of Technicians for 3D areas.

To liaise with and report to the Head of Technical Resources and Technical Resources Manager for operationally devolved responsibilities and to ensure staff's working practices meet the University's defined professional and quality standards to support the student experience.

Duties and Responsibilities

- Ensure that key priorities are met on a day to day basis for the delivery and management of technical resources (people, facilities and equipment) within the 3D Workshops and related technical areas and that resources are aligned to course and student requirements.
- Contribute to the professional development of local team members in agreement with the Head of Technical Resources and Technical Resources Manager
- Provide coaching and training of team members within the 3D workshop and facilities and regularly cascade information about patterns of students/course access, status of equipment and spending to the Head of Technical Resources and Technical Resources Manager including updates from relevant groups and committees within the College and UAL (i.e. course committee, staff forums, team meetings etc.)
- Manage the day to day running of facilities and equipment including wood turning lathes, drills, sanding machines, routers, laser cutters and 3D printers. Contribute own specialist expertise in supervising learning activities as a specialist technician in accordance with course learning outcomes and objectives in conjunction with Technical Coordinator role.
- Ensure that the induction process for students meets the requirements of the area including related health and safety. Oversee the creation of online resources to support the students' experience in the area.
- Liaise with technical and academic colleagues to ensure effective booking and planned use of specialist facilities to support course learning outcomes and to support individual student access related to agreed learning activities.
- Coordinate the delivery of orientation sessions, inductions, technical workshops and supervised negotiated access - understanding and agreeing student and course needs/timetables to ensure that technical support is targeted effectively.
- Ensure the safe and efficient use of technical resources by staff and students, escalating key issues to the Head of Technical Resources and Technical Resources Manager.
- Oversee and contribute to allocation of the 3D workshop specialist technical zone budget/s. Ensure Specialist Technicians liaise with suppliers, generate purchase orders, and enhance industry links.
- Liaise with the Head of Technical Resources and Technical Resources 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.

- Undertake devolved responsibilities from the Head of Technical Resources and Technical Resources Manager in dealing with suppliers and contractors to deliver development and change where necessary.
- Contribute as part of a Programme or Course Team, making recommendations and providing information and data to contribute to the delivery of the curriculum, course design and quality monitoring.
- Oversee professional and statutory diarised schedules of security and safety testing and maintenance for equipment, machinery, tools and facilities, liaising with technical team members.
- Ensure full compliance and safe working practice with current Health and Safety requirements and procedures in accordance with best practice and the relevant legal requirement and responsibilities appropriate to the role. Escalate key issues to the Head of Technical Resources and Technical Resources Manager.
- 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.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Undertake continuous personal and professional development, and provide support to the 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:

- Head of Technical Resources
- Technical Resources Manager
- Team members
- Academic staff
- University and College staff
- Suppliers

HERA Ref - SICOM_TECH_CCW_02

Signed Christopher Purday, HoTR Date of last review 18th August 2017
(Recruiting Manager)

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Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> Degree qualification or equivalent in a subject relevant to the role In-depth knowledge of a wide range of 3D practices and making technology & techniques A good understanding of H&S, COSHH and risk assessment A good understanding of HEI level education Teacher Training qualification - Desirable
Relevant Experience	<ul style="list-style-type: none"> Experience of managing resources and team management Experience of working with students in a workshop or teaching environment
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p> <p>Uses appropriate levels of IT skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post.</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
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