

**Job Description and Person Specification**  
**Job Title - Specialist Technician – Jewellery**

| <b>Job Description</b>   |   |
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| <b>Job Title</b><br>Specialist Technician – Jewellery  | <b>Accountable to</b><br>Technical Co-ordinator (Materials)   |
| <b>Contract Length</b><br>Permanent  | <b>Hours/ per week / FTE</b><br><b>21 h/w</b> – 3 days (09.30 17.30) / 0.6 FTE<br><br>Some flexibility a requirement of the role. |
| <b>Salary</b><br>£36,532 - £44,865 pro-rata<br>(£21,919.20 - £26,919 per annum)  | <b>Grade</b><br>4   |
| <b>College/Service</b><br>Central Saint Martins  | <b>Location</b><br>Kings Cross  |
| <p><b>Purpose of Role</b></p> <p>As a member of the College’s technical team, to provide professional expertise, guidance and advice and contribute to the delivery of academic activities within the Jewellery Design Workshops at CSM.</p> <p>To provide support for student learning, informal and formal training and instruction, and the development of proficiency with highly specialist techniques, production methods and technology.</p> <p>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.</p> |   |

To ensure a safe working environment for all users, monitor housekeeping, ensure all plant, equipment and systems are fit for purpose and materials stocks are kept up to date.

To maintain effective communication links between all relevant staff and student user groups.

### **Duties and Responsibilities**

- To take responsibility, in collaboration with other members of the workshop team, for the day to day running of the Jewellery Design Workshops within and without timetabled workshop sessions.
- To disseminate specialist knowledge pertinent to Jewellery Design including, but not exclusive to: bench-work, casting, shaping and forming, 3D technologies (for example: laser cutting/3D printing) enamelling, etching, machining and the use of a wide range of materials and processes.
- To provide general advice, guidance and instruction in the Jewellery Design Workshops.
- To contribute as a member of the course/workshop team to the planning and development of the programme area, the identification of learning outcomes, (including curriculum development) and research and commercial activities.
- To contribute and collaborate with technical team members as required to ensure the key priorities and levels of service are met successfully, compliance with Health and Safety, maintenance and repairs of equipment, liaising with team members, Technical Coordinator.
- To provide feedback to Technical Coordinator and Course Leaders, with regard to service levels and student requirements to ensure appropriate adaptations are made and contribute to the revision of standards of service delivery.
- To contribute to planning, development and delivery of learning activities supporting student learning and research, liaising with TCO, Course Leaders and academic staff informally and formally within and without Course meetings.
- To supervise learning activities, 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 provide formal or informal sessions to students that may include demonstration, instruction with a process/technique, coaching with the development and proficiency of a particular skill and/or technique or process.
- To provide detailed feedback to students and contribute critical input to student understanding in relation to agreed Course Learning Outcomes.
- To contribute to the project planning and delivery of exhibitions and events within the College.
- To demonstrate a high level of independent responsibility for the diagnosis and resolution of problems and creative/artistic challenges encountered with the execution of that work.
- To carry out detailed and extensive research to support the ability to diagnose and resolve problems of a highly technical, complicated nature, that involves testing and re-testing scenarios and processes to lead to the successful design and achievement of intended learning outcomes/execution of work.
- To take responsibility for and oversee the day to day operation of specified facilities liaising with the Technical Coordinator to ensure the safe use of equipment and facilities.
- To undertake frontline maintenance and repairs liaising with suppliers and contractors to meet statutory and recognised professional procedures and guidelines, as agreed with Technical Coordinator.
- To liaise internally and externally with professionals and recognised practitioners and artists, attend conferences and exhibitions to share and develop ideas, knowledge and expertise that can be translated to support academic learning and research activities.
- To take responsibility for the maintenance of inventories, carrying out risk assessments and appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables; servicing and repair of equipment reporting to the Technical Coordinator.
- To provide professional guidance and advice to the Technical Coordinator, and assist with the commissioning of new equipment including the delivery and installations of equipment.

- To be involved with the design, production and development of appropriate teaching and learning materials to suit own specific areas of specialist activity and service delivery.

**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.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- 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:**

- Head of Technical Resources
- Technical Coordinator
- Other members of the Jewellery Design Workshops Technical team.
- Technicians beyond the Jewellery Design Workshops
- Academic staff
- Suppliers, including providers of maintenance
- H&S advisors
- Estates
- University and College staff

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other:** None

Date of last review: March 2022

## Person Specification

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**Grade – 4**

Shortlisting will be based on evidence (with appropriate examples where necessary) you provide in your personal statement to demonstrate clearly how you meet the following criteria.

| Person Specification                  |  |
|---------------------------------------|--|
| Specialist Knowledge / Qualifications | <ul style="list-style-type: none"> <li>• Undergraduate degree in a relevant subject, or equivalent qualification or substantial experience, or transferable professional knowledge relating to the discipline of Jewellery Design.</li> <li>• H&amp;S qualification such as IOSH <b>(Desirable)</b>.</li> <li>• Experience of implementing H&amp;S legislation and an understanding of the importance of H&amp;S in a busy educational environment.</li> <li>• Demonstrate the required level of technical knowledge to support the Jewellery Design Workshops. For example: bench-work, casting, shaping and forming, 3D technologies (laser cutting/3D printing/CNC milling) enamelling, etching and machining.</li> <li>• Demonstrate an understanding of a wide range of materials relating to Jewellery Design and processes pertinent to their use.</li> <li>• Demonstrate an understanding of the relationship between production and design in relation to jewellery creative output.</li> </ul> |
| Relevant Experience                   | <ul style="list-style-type: none"> <li>• Working within a teaching/learning environment at FE/HE and/or Post Graduate level. <b>(Desirable)</b></li> <li>• Disseminating information, in one-to-one and group scenarios, both remotely spaces and in-person</li> <li>• On-line teaching and contributing to on-line learning</li> </ul>  |

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|  | <p>resources. For example: Moodle.</p> <ul style="list-style-type: none"> <li>• Timetabling teaching/learning resources and activities.</li> <li>• The planning and delivery of hands-on technical demonstrations, using appropriate materials and processes relating to Jewellery Design.</li> <li>• Producing and delivering written, filmed and verbal presentations in an FE/HE and or Post-Graduate teaching/learning environment. <b>(Desirable)</b></li> </ul> |
| Communication Skills                       | <ul style="list-style-type: none"> <li>• 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.</li> </ul>   |
| Professional Practice                      | <ul style="list-style-type: none"> <li>• Contributes to advancing professional practice/research or scholarly activity in own area of specialism.</li> </ul>  |
| Planning and Managing Resources            | <ul style="list-style-type: none"> <li>• Plans, prioritises and manages resources effectively to achieve long term objectives.</li> <li>• Able to work across multiple projects effectively.</li> </ul>   |
| Working with Others                        | <ul style="list-style-type: none"> <li>• Works collaboratively in a team and where appropriate across or with different teams and/or professional groups.</li> </ul>  |
| Student Experience or Customer Service     | <ul style="list-style-type: none"> <li>• Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.</li> <li>• Builds and maintains positive relationships with students or customers.</li> </ul>  |
| Creativity, Innovation and Problem Solving | <ul style="list-style-type: none"> <li>• Uses initiative or creativity to resolve problems</li> </ul>   |

Last updated: March 2022