

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: 3D Workshop Specialist Technician	Salary: £33,653 - £41,329
Contract Length: Permanent	Hours/FTE: 35
Grade: 4	Location: Elephant and Castle
Accountable to: 3D Workshop Technical Coordinator	College/Service: London College of Communication

Purpose of Role:

To provide professional technical expertise, guidance and advice and contribute to the delivery of academic activities within the 3D Workshop and related facilities at London College of Communication.

To provide support for student learning, informal and formal training and instruction, and the development of proficiency with highly specialist 3D construction techniques, production methods and technology, related to art and design practice.

To contribute technical input to student concept and expressive/creative intention, including giving feedback to students with reference to appropriate learning outcomes of the course or project.

Duties and Responsibilities

- To take co-responsibility for effective day to day running of the 3D Workshop at LCC, including managing day to day student access and the use and booking of specialist facilities i.e. the Laser cutter, CNC router, 3D printing, Plastic forming and Wood work.
- To contribute to, as part of the 3D workshop team, the safe manufacture of large and small scale 3D constructions by students at the London College of Communication.
- To contribute and collaborate with 3D Workshop Technical Team members as required to ensure the key priorities, levels of service and good practice are met successfully: including updating skills and expertise, compliance with Health and Safety regulations, maintenance and repairs of equipment, ordering stock and liaising with team members, Technical Coordinator and/or the Technical Manager.
- To work towards constant improvement and development of the area.
- To take responsibility for the maintenance of inventories, carrying out risk assessments and appropriate records with regard to 3D and related equipment, stock lists, ordering of stock, equipment and consumables; servicing and repair of equipment reporting to the Technical Coordinator and/or Technical Manager.
- To provide feedback to Course Leaders, Technical Coordinators and/or Technical Managers regarding service levels and student requirements to ensure appropriate adaptations are made and contribute to the revision of standards of service delivery.
- To assist in the preparation of learning materials, and the planning and preparation of displays of work.
- To contribute as appropriate to the project planning and delivery of exhibitions and events.
- To oversee the activities of Technical support staff in the 3D workshop and to skill share.
- To work at an agreed level within the terms of the glossary of key terms (describing teaching and learning relationships between Technicians and students) contribute to the delivery of workshops, supervised Negotiated /Supported access by supporting student, and course needs/timetables so that technical support is targeted effectively. This will include inductions into machinery and equipment available to students using the 3D Workshop and course needs so that technical support is targeted effectively.
- To supervise 3D workshop learning activities, providing expert guidance and advice to students, helping students to identify and supply appropriate techniques, processes, materials, technical resources and equipment to meet required learning outcomes.
- Provide formal or informal sessions to students that may include one or more of the following: demonstration, instruction with a process/technique, coaching with the development and proficiency of a particular skill, technique or process.
- To be involved with the design, production and development of appropriate teaching and learning

materials to suit own specific areas of specialist activity, general areas and service delivery.

- To contribute to the planning and delivery of relevant 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.

Health and Safety/Maintenance

- To ensure compliance with all Health and Safety requirements and facilitate maintenance and repairs of equipment. To undertake training if necessary to fulfil these requirements.
- To undertake frontline maintenance and repairs, liaising with suppliers and contractors to meet statutory and recognised professional procedures and guidelines, as agreed with the Technical Coordinator and Technical Managers.
- 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 outcome/execution of work.
- 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 learning and research activities.
- To provide professional guidance and advice to the Technical Coordinator and Technical Managers, and assist with the commissioning of new equipment including the delivery and installations of equipment.

General

- 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 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:

- Head of Technical Resources
- Technical Resources Manager
- 3D Workshop Technical Coordinator
- Technical Staff
- Academic staff
- Suppliers and Industry Partners

Specific Management Responsibilities

Budgets: Consumables Budget in liaison with 3D Workshop Technical Coordinator

Staff: None

Other: Co-responsibility for the safety and security of equipment and the immediate working environment

Signed _____ Date of last review _____
(Recruiting Manager)

HERA Ref - SICOM Tech 3

Job Title : Specialist Technician (Learning & Teaching) 3D Workshop: Grade 4

Person Specification	
Specialist Knowledge/Qualifications	<p>BA Degree in an Art & Design field or equivalent.</p> <p>In depth knowledge of a wide range of 3D Construction techniques and processes, both digital and analogue.</p> <p>Knowledge and understanding of the creation of educationally sound and accessible learning materials, digital and analogue.</p> <p>Ability to apply skill, knowledge and experience to area of work and seeks opportunities to improve facilities and service delivery; is used as a point of specialist reference by others</p> <p>Knowledge of Health and Safety requirements, and experience of creating and monitoring COSHH and risk assessments.</p>
Relevant Experience	<p>Experience of teaching and or demonstrating equipment and techniques related to 3D design.</p> <p>An understanding of HEI level education and experience of supervising and working with students in a workshop environment.</p> <p>Specialist training in the following digital fabrication technologies - laser cutter, CNC routing and 3D printing</p> <p>Significant experience of working in a Fabrication Workshop or studio.</p> <p>Experience in the use of a broad range of fabrication tooling and machinery</p> <p>Ability to explain technical issues to nontechnical audiences in clear and simple terms</p> <p>Extensive expertise and practice based experience in a relevant fabrication CAD program such as AutoCAD, Rhino, Adobe Illustrator etc.</p> <p>Previous experience in developing and delivering training/induction sessions</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	Plans, prioritises and organises work to achieve objectives on time

Resources	
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups. Builds and maintains positive working relationships
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 problems. Is solution orientated.

HERA Ref - SICOM Tech 3

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