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Job description and person specification

Specialist Technician Metal

Job title	Specialist Technician Metal
College/Exec Group	Central Saint Martins
Department/Team	Technical Resources
Accountable to	Technical Coordinator 3D Make
Contract	Permanent
Term	35 hours per week, 52 weeks per year
Grade	Grade 4
Salary	£40,199 - £49,072 per annum
Location	Kings Cross
Job family	Technical
HERA reference	SICOM Tech 3

Purpose of the role

As a member of the College's technical team, provide professional and technical expertise, guidance and knowledge relating to the delivery of making and learning outcomes from diverse and dynamic teaching, research and student practices.

Daily specialist expertise and technical skill required to support the students through metal work and the interpretation of processes. Including hands-on fabrication abilities, precision machining and knowledge of using a variety of different materials including wood and plastic, for both traditional model making, Furniture and product design and more experimental fabrication.

This highly skilled individual will contribute critical input to student's 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.

To provide support for student learning, informal and formal training and instruction, and the development of proficiency of relevant platforms, tools and methods.
The post holder will be responsible for specialist equipment and consumables usage and maintenance, in accordance with relevant legislation, health and safety policy and University policy. This includes the administration of systems, orders, bookings and maintenance records.

Key duties and responsibilities

- To provide student facing technical support for the Metal Workshop areas. Taking

responsibility for the day-to-day operation and maintenance within the area, working as part of a team.

- To contribute to the delivery of technical provision, supporting the students in practical activities. Knowledge of welding and finishing including MIG and spot welding, plasma cutting, linishers, grinders.and polishers. Precision machining using lathes and mills. Metal shaping using sheers, rollers, folders, benders, press tooling, and manual machining using, drills, saws and hand tools.
- Highly skilled in Metal machining and fabrication, preferably having experience in Model Making, furniture design and fabrication working with a variety of different materials. Providing guidance and support in all aspects of metalwork.
- Contribute and collaborate with Technical Team members as required to ensure the key priorities and levels of service are met successfully, such as compliance with Health and Safety, maintenance and repairs of equipment, liaising with team members, the Technical Coordinator/Manager.
- Support the supervision of learning activities within the technical environment ensuring safe use and compliance with local rules and Health and Safety regulations. Providing expert guidance` and advice to students, helping students to identify and supply appropriate techniques, processes, materials, resources and equipment to meet learning outcomes.
- Co-ordinate technical activities (which may include co-ordination of other technical staff) to enable the technical area to operate effectively (e.g. timetable, online resource booking, eStore etc.). Co-ordinate allocated resources efficiently, ensuring continual availability of consumables and equipment. Collaborate with other staff across the disciplines, as the role requires, to support the development and delivery of teaching and learning.
- To undertake or arrange planned maintenance and repairs liaise with suppliers and contractors to meet statutory and recognized professional procedures and guidelines. Perform routine housekeeping activities to keep all work areas in safe, orderly and clean condition. Keep maintenance logs and records up to date.
- Liaising, communicating and supporting the academic staff in the delivery of the student’s projects, units and learning outcomes. In conjunction with units, designing, planning and delivering workshops to support the student’s process and technical development.
- To be responsible for inducting new users into the facilities, providing training on all aspects of use including health and safety. Provide formal or informal sessions to users that may include one or more of the following – induction, demonstration, instruction with a process/technique, coaching with the development and proficiency of skills, techniques and process.
- Contribute, as a member of the technical team, with the planning and development of the area including the identification of learning needs, implementation of learning outcomes, research and commercial activities.
- Carry out detailed and extensive research to support the ability to diagnose and resolve problems of a highly technical, complicated nature, which involves testing and re-testing scenarios and processes.

- Contribute to the project planning and delivery of exhibitions and events within the College and 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.

Key working relationships

- Students.
- Technical Coordinator.
- Technical Manager.
- Course Leader.
- Academic staff.
- Other staff.

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy, ensuring equality, diversity and inclusion in your work to fulfil the University's obligations under the Equality Act.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies 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.
- Contribute to the University's Climate Action Plan which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Experience, knowledge and qualifications

- Undergraduate degree in a relevant subject, or considerable relevant experience in a technical role demonstrating graduate equivalent skills.
- Advanced practical knowledge working with machine tools, including lathes and milling machines, metal fabrication and welding and hand tools. With the ability to demonstrate and train students to use these.
- Practical Knowledge and hands on experience with CNC milling, plasma cutting and or Waterjet cutting. (desirable)
- Knowledge of 2D/3D CAD software e.g. Illustrator, Corel Draw, Autocad, Rhino, Fusion360, Solidworks, Blender. (desirable)
- Experience and practice in environments using Wood and Plastic with making deliverable outcomes.

Communication skills

- 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.

Research, teaching and learning or Professional practice

- Ability to use a range of methods, tools and equipment to achieve a safe and acceptable standard of work, developing abilities and finding ways of improving working practices safely.

Planning and managing resources

- Ability to work to agreed standards, organising own work in ways that saves time and meet deadlines.

Teamwork

- Experience of working a team member, providing support, assistance and cover where needed

Student experience or customer service

- Makes a significant contribution to improving customer experience, contributing to the adaptation of services and systems to meet customers' needs and helps to identify ways of improving standards

Creativity, innovation and problem-solving

- Ability to maintain up to date knowledge of services available in own and related areas of work, adapting services and systems to meet customers' needs and identify ways of improving standards.