

JOB DESCRIPTION	
Job title: 3D Workshop Technical Coordinator	Accountable to: Technical Manager
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £40,454 - £48,534 p.a.	Grade: 5
Service: LCC Technical Resources	Location: Elephant & Castle
<p>Who are LCC Technical Resources? LCC Technical Resources provides the technical spaces and resources at London College of Communication to support the needs of the curriculum, research, events, exhibitions, knowledge exchange and commercial activity. It is an inclusive and dynamic team with a strong commitment to developing staff and supporting them to reach their full potential.</p>	
<p>Who are the 3D Workshop Team? The 3D Workshop team are a group of highly skilled makers and problem solvers. They offer support, training and advise to students and staff at LCC on a broad range of traditional and digital making, from 3D printing & Laser cutting to traditional woodwork. The team is inclusive, welcoming, and motivated to create a safe and accessible environment and improving the student experience.</p>	
<p>Purpose of role.</p> <ul style="list-style-type: none"> • To effectively manage the London College of Communications 3D Workshops, including day to day line management of the 3D technical team. • To liaise and report to the appropriate Technical Manager and/or the Head of Technical Resources for operationally devolved responsibilities and to ensure that the service user experience meets the University's defined professional and quality standards. 	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • To ensure key priorities are met on a daily basis for the delivery of technical resources (people, facilities and equipment) within the 3D Workshop for both academic delivery and commercial provision. 	

- To contribute to the development of team members in agreement with the Technical Manager and/or Head of Technical Services.
- To provide coaching/mentoring/training of team members within areas of specialist expertise and regularly cascade information and updates from relevant groups and committees within the College and University.
- To provide professional expertise, guidance, and advice in the areas of expertise (one or more of wood working, model making, working with plastics, 3D Printing, 3D scanning, CNC machining) and contribute to the delivery of academic activities within the College.
- 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.
- To monitor service delivery and users' needs to ensure that service standards are delivered successfully and ensure the safe and efficient use of technical resources, escalating key issues to the Technical Manager and/or Head of Technical Services.
- To liaise with the Technical Manager and/or Head of Technical Services, and with regular and specialist suppliers, when sourcing materials and placing orders.
- To keep accurate records of transactions and monitor consumables budgets.
- Ensure the safe and effective use and booking of specialist facilities i.e. 3D Printers, CNC, Laser, Plastics, Wood workshop and for students bookings related to learning activities within the 3D Workshop.
- To manage and develop the Technical Services online booking platform (ORB) for the 3D Workshop, as well as the creation and development of online learning material offered by the 3D Workshop on Moodle and other internal online platforms.
- To manage the day to day running of facilities in liaison with devolved responsibilities from the Technical Manager and/or Head of Technical Services, dealing with suppliers and contractors with the management of projects to deliver development and change where necessary.
- To contribute to the project planning and delivery of exhibitions and events within the College.

- To contribute as part of the Course team and Technical Team, making recommendations and providing information to contribute to the delivery of the curriculum, course design and quality monitoring.
- To supervise and contribute to learning activities in accordance with course objectives, providing specialist technical expertise, guidance and advice, training and support as required.
- To implement and coordinate professional and statutory diarised schedules of security and safety testing and maintenance for equipment, machinery, tools and facilities, liaising with technical team members.
- To ensure compliance and safe working practice with current Health & Safety requirements and procedures in accordance with best practice and the relevant legal requirement and responsibilities appropriate to the role. Escalating key issues to the Technical Manager and/or Head of Technical Resources.
- 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.

General

- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.
- Undertake continuous personal and professional development through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- Work in accordance with the University's Equal Opportunities, Diversity Policy and the Staff Charter, promoting equality and diversity in your work
- 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.
- Undertake health and safety duties and responsibilities appropriate to the post and ensure that satisfactory standards of health, safety and security are maintained in accordance with the University's legal requirements.

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key Working Relationships

- Head of Technical Resources
- Technical Managers
- Technical Management Group
- 3D Workshop team
- Technical Staff
- Suppliers and Industry Partners.

Specific Management Responsibilities

Budgets: 3D Workshop materials and consumables budget

Staff: 3D Workshop permanent staff plus any additional Arts Temps

Other: All 3D Workshop equipment and spaces / Relevant equipment for hanging and preparation of exhibitions and shows.

Signed: Brendan Nobbs (Technical Resources Recruiting Manager)

Date of last review: January 2023

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Grade: 5

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.

PERSON SPECIFICATION	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none">• Highly skilled in at least one of the following areas: Additive manufacturing, Subtractive manufacturing, Laser cutting, Woodworking, Model making, working with Plastics• Comprehensive knowledge of Workshop Health, Safety, Welfare and COSHH procedures and regulations• Completed an IOSH or NEBOSH certificate/diploma or equivalent qualification (Desirable)
Relevant Experience	<ul style="list-style-type: none">• Experience in working within a busy 3D Workshop• Experience in managing/leading teams and projects• Experience at finding, contacting and negotiation with suppliers and service providers• Experience at managing online platforms, booking systems and online content creation• Experience in presenting to individuals and groups at all levels• Experience at dealing with difficult situations and confidential matters• Experience in working within the HE Sector (Desirable)
Communication Skills	Communicates effectively orally and in writing

	adapting the message for a diverse audience in an inclusive and accessible way.
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
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.

Last updated: January 2023