

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Camberwell Support Technician 3D / Studio	Salary: £28,274 - £34,515
Contract Length: Sept 2018- August 2019 (1 Year)	Hours/FTE: Fulltime
Grade: 3	Location: Peckham Road
Accountable to: CCA Technical Coordinator 3D	College/Service: CCW Technical Resources

Purpose of Role:

To contribute to the delivery of general technical support within the 3D workshops and related studio areas as part of the Technical Resource provision within the College.

To provide technical assistance, under the direction of the Technical Coordinator for the 3D areas, to relevant students and staff to support a wide range of activities that meet course learning outcomes.

Duties and Responsibilities

- To contribute to the delivery of technical resources, collaborating with technical team members and working to key priorities as identified with the Technical Coordinator and/or Specialist Technicians, with some scope for discretion to decide on the order and sequence of activities.
- To undertake the daily preparation of facilities and resources to ensure that they are supplied and maintained in safe and effective working order and that Health and Safety requirements and risk assessments are complied with.
- To assist with the preparation of learning materials, equipment and consumables for students and staff use at the start of each day and for the return and security of materials and equipment at the end of each day.
- To provide assistance and advice to students within own levels of expertise, escalating queries and problems and higher-level requests to team members where relevant.
- To provide support to students in self-directed and open access sessions where a more senior member of technical staff is available to deal with more demanding issues.
- To assist in the planning, preparation, mounting and dismantling of exhibitions and other public events.
- To assist team members with the resolution of problems and obstacles with the delivery of resources and services where appropriate, employing systematic and methodical approaches to problem solving.
- To provide technical assistance to students in accordance with service level standards, reporting student feedback and complaints to team members and Technical Coordinator.
- To develop expertise with the use of standard equipment and practices, updating skills and knowledge with new equipment and practices, by learning from team members or attending training courses internally or externally, where deemed relevant to the curriculum.
- To keep up to date with new and developing technologies and practice by carrying out simple investigations, sourcing information, reading electronic and hardcopy texts.
- To assist team members with the selection and introduction of new processes and developments, in response to the changing needs of the curriculum.
- To carry out basic and routine maintenance procedures with guidance from more senior team members.
- To perform routine housekeeping activities to keep all work areas in a safe, orderly and hygienic condition.
- 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
- 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 any 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:

- Technical Coordinator and Specialist Technicians
- Academic Staff
- Technical Manager
- Students

Specific Management Responsibilities

Budgets: none

Staff: none

Other Support technical team with equipment and immediate learning environment/ facility/ storage

Signed Anette Ollerearnshaw
(Recruiting Manager)

Date of last review 21/05/2018

Job Title: 3D Support Technician**Grade: 3****Person Specification**

Specialist Knowledge/ Qualifications	<i>Knowledge and experience of supporting students in wood, metal and/or digital making workshops in the HE environment.</i> <i>Familiar with digital processes:</i> <ul style="list-style-type: none">• <i>Rapid prototyping</i>• <i>3D CAD/CAM programs</i>• <i>light programming skills (desirable)</i>
Relevant Experience	<i>Experience in collaborative making and fabrication. Experience in combining digital and analogue making processes.</i>
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Leadership and Management	Supervises and motivates individuals or 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
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

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.

Last updated: May 2018