**TECHNICIAN IN 3D MAKING**

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| School/Department: | Technical services |
| Grade: | 5 |
| Reports to: | Technical Services Manager |
| Responsible for: | N/A |
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| Job Summary and Purpose:  | To provide technical support in the areas of 3D design which meet the needs of the course portfolio and students, and enable optimum use of technical facilities and actively support students to undertake cross-disciplinary practice |

**01 MAIN DUTIES**

* 1. Main Duties/Responsibilities
		1. To work within guidelines provided by the Technical Service Manager, including those for the allocation of duties, authorisation of hours of work, sickness, annual leave etc.
		2. To carry out all work in accordance with the University’s Health and Safety policies and procedures.
		3. To develop approaches that demonstrates facilities and skills to students wishing to adopt and engage with cross-disciplinary practice.
		4. To assist in the preparation, mounting and dismounting of assessment and other exhibitions, including Degree shows both on and off the campus premises. This applies within the context of relevant disciplines.

**To provide support for student learning and academic teaching including:**

1.1.5 To induct students, through demonstration, into the designated area’s safe working practices, basic processes and proper use of materials, and record the achievement of these basic competencies.

1.1.6 To offer technical advice and assistance on request by students and staff.

1.1.7 To ensure the security and supervision of the designated areas and the equipment contained within them.

1.1.8 To undertake and maintain a record of COSSH and risk assessments necessary for the operation of the designated areas.

**To ensure that the named range of facilities are prepared on a day-to-day basis and remain operational for scheduled times of access including:**

1.1.9 To construct a schedule for the maintenance and repair of equipment within the defined areas and carry out routine work, which is not covered by service contracts.

1.1.10 To ensure designated areas are clear, tidy and always remain a healthy and safe working environment, this includes informing staff, management etc. when the areas are left in improper state.

1.1.11 To maintain adequate stock levels of consumables and tools in consultation with the budget holder, raise purchase orders in accordance with Finances Policies and Procedures, and take deliveries.

1.1.12 Advise on the long-term development of facilities and when appropriate remove or install equipment.

1.1.13 To carry out the preparation and setting up of equipment within your sphere of competence within all areas of the campus designated for use by the University.

1.2 Other Duties

1.2.1 Self-appraise and pursue, with the aid of an annual PDR, a plan for personal and continuing professional development.

1.2.2 To attend weekend and evening events when required. Time off in lieu will be given.

1.2.3 To cover non-specialist main duties in the short-term absence of other technicians as indicated by the Technical Service Manager.

1.2.4 To give feedback and suggestions to the Technical Service Manager, so that they can represent those views as appropriate at university committees and working groups of which they are a member.

1.2.5 Ensure compliance with all relevant legislation and take responsibility for understanding and implementing University policies and procedures including those governing Health and Safety, Equal Opportunities, Copyright, Data Protection, Freedom of Information and Disability, within the remit of the post.

1.2.6 To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.

1.2.7 Take responsibility for the health and safety of yourself and others in carrying out the duties of the role.

1.2.8 To promote equality, diversity and inclusion in your performance of your duties.

1.2.9 To take responsibility for safeguarding of children and vulnerable adults as a member of UCA staff.

1.2.10 To actively participate in learning and development to meet the requirements of your role and the organisation.

* 1. Specialist Duties

1.3.1 To assist students in the creation of 3D objects using a range of tools, materials, and processes.

1.3.2 To be able to induct students and staff on use of CAM equipment (including Laser cutters, 3D printers and CNC machines) and creation of learning aid materials.

1.3.3 To be able to deliver inductions and demonstrations in relevant CAD software and create relevant learning aid materials.

* + 1. To administer the booking system for the various campus CAM resources.

1.3.5 To order materials and equipment under the supervision of the Technical Services manager, allowing sufficient time to maintain adequate levels of supplies and assist in the audit of these items.

* + 1. Conducting annual stock checks and accurately checking equipment inventory.

**02**  **DUTIES OF ALL STAFF**

2.1 To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.

2.2 Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.

2.3 Take responsibility for health and safety of yourself and others in carrying out the duties of the role.

2.4 To promote equality, diversity and inclusion in your performance of your duties.

2.5 Undertake any other work and hours of work as required to commensurate with the level and responsibility of the post.

2.6 To actively participate in learning and development to meet the requirements of your role and the University.

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| **03 Selection Matrix** | **Essential** | **Desirable** | **Used to shortlist** |
| 1 | National Qualification Framework Level 4 equivalent or equivalent experience  | 🗶 |  | 🗶 |
| 2 | Competence and experience working with CAM equipment (CNC machinery, 3D printers and Laser cutter equipment) | 🗶 |  | 🗶 |
| 3 | Competence and experience in preparing and delivering demonstrations in 2D/3D software and CAM equipment | 🗶 |  | 🗶 |
| 4 | Ability to design and deliver health & safety inductions and manage day to day risks | 🗶 |  |  |
| 5 | Excellent knowledge of 3D software (e.g. Cura, Fusion 360, Rhino) | 🗶 |  | 🗶 |
| 6 | Excellent knowledge of 2D software (e.g. Vectorworks). | 🗶 |  |  |
| 7 | Good knowledge of Adobe CS (Illustrator, Photoshop etc) |  | 🗶 |  |
| 8 | Experience working in a similar environment. | 🗶 |  |  |
| 9 | Excellent written and verbal communication skills, able to explain technical information in an accessible way | 🗶 |  |  |
| 10 | Customer focussed approach, ensuring activities are identified and presented with the customer in mind and in a timely manner. |  | 🗶 |  |
| 11 | Excellent team working skills identifying opportunities to work and support colleagues within and outside of own function |  | 🗶 |  |
| 12 | The ability to work productively under pressure and to deadlines and maintaining excellent time keeping. | 🗶 |  | 🗶 |
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Does the role require a DBS? NO