

Technician (0.6FTE)
Altyre, Forbes
Fixed Term 12 Months

The Glasgow School of Art

The Glasgow School of Art is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to grow our student community in Glasgow by 25%, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research

funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

The Role

Job Title:	Technician
Location:	GSA Creative Campus Workshop, Altyre, Forres
Reports to:	Head of Technical Support through the Team Leader
Purpose:	<p>The post holder will be based on the GSA Creative Campus on the Altyre Estate in Forres. They will be a key part of the Creative Campus staff but will be line managed as part of the GSA Technical Support team.</p> <p>The post holder will supervise and advise students in the pursuit of innovative solutions to creative ideas, including the demonstration of the use of machinery, equipment, materials and processes in line with Health and Safety practices and regulations.</p> <p>The role will include one to one working with mainly post graduate students and researchers, advising and assisting users with production of projects, teaching materials and research.</p>

Please note that all Technicians within the GSA have been assigned to a generic role description as a result of local implementation of the Pay Framework Agreement. This Job Description should therefore be read in conjunction with the Generic Technician Role Description (see Appendix I).

Principal Accountabilities

The workshops on the Creative Campus encompass wood working, laser cutting and digital prototyping equipment used to support students and researchers working in Design Innovation. The post holder will be the main point of contact for workshop use on this campus and be responsible for:

- Operation of and training & advising users in the safe use of equipment within the Altyre Workshops including supervision of users during workshop hours, ensuring their health and safety;
- Advising and demonstrating to users appropriate techniques and safe operation of equipment and materials in accordance with the needs of the academic programme;
- Conducting induction of safe working practices in the workshop and to issue permits to work within the workshop, where appropriate;
- Maintenance of machinery and equipment involved in the above activities;
- Ensuring all workshop procedures, training and communications are in line with GSA's Technical Support Department;
- Supporting and assisting users in the preparation of projects;
- Preparation of materials and equipment for teaching and workshop sessions;
- Preparation of training and induction documentation and materials;
- Completion of health and safety documentation in line with relevant statutory responsibilities and school guidelines;
- Stock control, ordering and sourcing of materials;
- Ensuring high levels of housekeeping are maintained in the workshop;
- Development of a comprehensive range of material and methods samples;
- Security and general upkeep of workshop tools and equipment in line with Health and Safety requirements;
- Other administrative duties related to workshop operation;
- Be responsible for the quality of support provision and contribute to future developments of support provision through attendance at appropriate departmental meetings;

- Be a proactive member of the Team, ensuring clear and regular communication with team leader and team members on the GSA Glasgow campus.
- Attend appropriate training courses as required as part of GSA's staff development programme, including attending the Glasgow campus where appropriate;
- Some regular evening work and flexibility on days worked may be required with suitable notice;
- Any other duties as reasonably requested by the Line Manager/ Head of Department/ Director of Operations.

Whilst maintaining, a safe working environment in compliance with Health & Safety directives at all times, the post holder will:

- Be flexible and adaptable in meeting a wide variety of competing demands varying from giving advice and assistance, to operating and maintaining potentially dangerous machinery and equipment;
- Cope effectively with a heavy workshop load and high levels of demand and expectation;
- Accommodate a broad range of projects and support users with varying levels of technical experience.

Relationships

Internal Contacts

- All staff on the Creative Campus
- TSD Team Leader
- Other technicians across the Technical Support Department
- Staff from Academic Departments including subject leaders
- Under Graduate and Post Graduate Students from across GSA
- Estates and other professional support staff

External Contacts

- Suppliers of materials, equipment and services

Person Specification

Experience/Qualifications

- Educated to HND level or equivalent;

- Demonstrable experience in the safe operation and maintenance of woodwork and workshop equipment, relevant certification is desirable;
- Experience in operating and maintaining laser cutters;
- Experience in designing and delivering training for users in the safe use of woodwork and CNC equipment;
- Experience of designing technical educational material;
- An extensive knowledge of theoretical and practical aspects of making techniques to a professional standard;
- A broad understanding of various materials and their applications involved in construction/model making/ prototyping and their implications on health and safety (including COSHH) is essential;
- Experience in the use of Adobe Illustrator;
- Familiarity with other CAD packages such as Autodesk, Rhino, Adobe Suite etc.;
- Familiarity with electronic prototyping platforms such as Arduino, Raspberry Pi etc. and integrating them in to larger projects;
- Experience of working within a relevant discipline, either in industry, on a consultancy basis or in an educational environment;
- A sound knowledge of Health and Safety regulations and procedures;
- Competent IT skills (MS Office etc.).

Skills and Attributes

The post holder will:

- Have a high level of skill and ability to work to an expert standard, both in accuracy and finish;
- Be an excellent communicator both verbally and in writing;
- Demonstrate well-developed organisational skills, including the ability to manage own workloads without close supervision;
- Be capable of initiating ideas;
- Be able to demonstrate an enthusiasm for working with students and academic staff;
- Be able to respond flexibly to differing and competing demands;
- Be able to demonstrate a flexible approach;
- Be committed to equal opportunities and diversity;
- Have a proactive and committed approach towards health and safety issues.

The ideal candidate will be highly proficient in:

- Adobe CS (especially Photoshop and InDesign);
- Large format inkjet printing using a RIP.

Terms and Conditions

Contract	Fixed Term 12 Months
Probationary Period	It is recognized that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
Salary	Grade 5, £26,052 - £30,175 per annum pro rata
Hours	21 hours per week
Holidays	30 days plus 11 statutory holidays per annum pro rata
Pension	Option to join the Local Government Superannuation Scheme
Notice Period	1 month

Appendix I

TECHNICIAN – GENERIC ROLE DESCRIPTION

Communication

- Communicating with students on individual projects which includes:
Providing instruction on technical aspects/methods;

Discussing conceptual ideas with a view to helping materialise them on a practical level;

Providing advice on project specific issues e.g. material costs, timescales etc.

Providing guidance on Health & Safety related issues;

Delivering inductions and demonstrations to groups of students
- Communicating/conferring with colleagues on technical related matters;
- Devising learning materials to be used by students and/or guidance manuals for machinery/equipment for use by students staff;
- Maintaining stock records;
- Preparing Health & Safety reports;
- Responding to e-mail requests for information.

Teamwork & Motivation

- Participating in and contributing to the team by providing effective technical support to students and staff and playing an instrumental role in ensuring the smooth and efficient running of the workshop.

Liaison & Networking

- Liaising daily with students on on-going projects;
- Liaising with internal support departments including Estates, Finance, HR and Health & Safety as well as academic departments in order to build relationships and contacts to facilitate the future exchange of information;
- Liaising with and establishing effective working relationships with peers in other departments within the School.
- Liaising with external contacts/bodies, e.g. suppliers, enquirers, maintenance companies etc.
- Attending staff-student consultative meetings and technical team meetings.
- Attending academic departmental meetings as appropriate.

Service Delivery

- Providing an efficient and high standard of service by responding promptly to requests for technical support from students and staff and/or directing them to the appropriate technician/workshop if necessary;

- Contributing to the quality of service provided by identifying any short falls and recommending improvements;
- Anticipating and pre-empting requirements of relevant parties by adopting a proactive approach and initiating contact, working within the institution's overall procedures and policies.

Decision-making

- Exercising decision-making skills when assessing e.g. when to grant access to the workshop, which method/process to adopt with regards to individual projects, when to re-stock supplies etc;
- Making collaborative decisions with colleague(s) and immediate line manager, for example when planning future projects and/or workshops in line with the academic timetable;
- Inputting into the decision-making of others by recommending improvements to processes and purchasing equipment and stock.

Planning & Organising

- Planning, prioritising and organising own work in order to achieve agreed objectives;
- Contributing to the planning and organising of Departmental and/or School-wide events, e.g. inductions, Degree Show etc.

Initiative & Problem-solving

- Showing initiative and creativity to resolve student/staff problems (project specific) where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning and weighing up of pros and cons of different approaches;
- Identifying and assessing practical options that will help students/staff realise their ideas.

Analysis & Research

- Researching technical developments in the field in order to remain abreast of new processes, methods, materials, equipment etc.;
- Analysis of stock levels in line with ongoing projects.

Sensory & Physical Demands

- Carrying out tasks which require either learning certain methods or routines or involve moderate physical effort e.g. operating machinery or equipment to perform detailed operations, safely lifting large or heavy objects etc.;

Work Environment

- Understanding how the work environment could impact on own work or that of students and colleagues;
- Undertaking standard actions, in line with Health & Safety requirements/guidelines, to adapt to the environment;

- Using, and monitoring students use, of protective equipment e.g. when handling hazardous chemicals, operating dangerous machinery etc.

Pastoral Care & Welfare

- Showing sensitivity to those who may need help or, in extreme cases, are showing signs of obvious stress, initiating appropriate action by involving relevant people e.g. HoD or student support services;

Team Development

- Advising, guiding or assisting new starters/colleagues within own team on standard information or procedures;

Teaching & Learning Support

- Introducing students or others who are new to the area to standard information or procedures;
- Providing teaching or training on methods, processes and procedures, providing feedback during the event;
- Designing workshop content or learning materials within existing frameworks and making appropriate modifications to existing materials on the basis of the knowledge or experience of the learner(s);

Knowledge & Experience

- Applying working knowledge of theory and practice, sharing this knowledge with others as appropriate for example, the ability to interpret rules, procedures and regulations and provide advice to others on how technical processes should be undertaken;
- Demonstrating continuous professional development by acquiring relevant skills and competencies.