

**Casting Technician (1 FTE)
Permanent**

The Glasgow School of Art

The Glasgow School of Art is one of Europe's leading higher education institutions for creative education and research. We are organised into three main Schools - the School of Design, the School of Fine Art, and the Mackintosh School of Architecture, with the Forum for Critical Inquiry providing a key component to all undergraduate degrees in art and design, and Research and Postgraduate Studies providing a significant area of growth and development. The School's Digital Design Studio (DDS) is the largest research centre at the Glasgow School of Art and combines academic study at masters level with a range of research and commercial activities. The School has over 350 full and part-time staff and has an annual turnover in excess of £22 million. Over 84% of academic staff are research active.

Our distinctive, specialist, practice-based education in architecture, design and fine art is internationally recognised. About 20% of our 1,900 students are international and the School continues to be an institution of choice for many Scottish students, reflecting the important role the institution has within Glasgow and nationally within Scotland.

The GSA is an environment in which difference is encouraged and diversity of background and approach is valued. We share a passion and concern for visual culture and this is central to our vision to provide world-class creative education and research which make a significant economic, educational, cultural and social contribution.

The Role

Job Title	Casting Technician
Location	Casting Areas – Haldane and Stow Building
Reports to	Head of Technical Support through the Team Leader
Purpose	<p>The post holder will be assigned to the 3D-Making team. The role will involve an appropriate balance of technical workshops, demonstrations and inductions.</p> <p>The role will also include one-to-one working with UG and PG students, assisting students and staff with production and postproduction of course works, teaching materials and research.</p> <p>The post holder will supervise and advise students in the pursuit of innovative solutions to creative design ideas, including the demonstration of the use of machinery, equipment, materials and processes, in line with Health and Safety practices and regulations.</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).

Organisational Chart See Appendix II

Key Accountabilities -

The postholder will be responsible for:

- As part of a team, organising the day-to-day running of the Casting Workshop
- Run introductory workshops for Students, which will include:
 - health and safety within the workshop
 - outline of all materials and processes used
 - a hands on introduction to basic mould making and casting
- Operation of and training & advising students in the safe use of equipment within the Casting Workshop including supervision of students during workshop hours, ensuring their health and safety;
- Advising and demonstrating to students various aspects of mould making and casting using appropriate techniques and materials;
- 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;
- Supporting and assisting students and staff in the preparation of required projects;
- Preparation of materials and equipment for inductions, training and teaching sessions;
- Preparation of training and induction documentation and materials;
- Completion of health and safety documentation in line with relevant statutory responsibilities and school guidance;
- Stock control, ordering and sourcing of materials, ensuring list of suppliers is up-to-date;
- Ensuring high levels of housekeeping are maintained in the workshop;

- Development of a comprehensive range of teaching samples;
- Contribution to the development and planning of facility development;
- Security and general upkeep of workshop tools and equipment in line with Health and Safety requirements;
- 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;
- Attending appropriate training courses when required as part of GSA's staff development programme;
- Some regular evening work will be required.
- Any other duties as reasonably requested by the Line Manager/Head of Dept.

Key Challenges

The role is located in a busy workshop with users from across the school. 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 student demand and expectation;
- Accommodate a broad range of student projects and support students with varying levels of technical experience.

Relationships

- Internal Contacts:
 - Other technicians in the Technical Support Department
 - Team Leader and Head of technical support Department
 - Staff and students across GSA
 - Heads of Academic Departments
 - Other Academic Departments
 - GSA Estates
 - GSA Finance

- External Contacts:
 - Suppliers of materials, equipment and services

Background Experience/Qualifications

The position requires a well-organised individual with broad knowledge, experience and skills covering the following:

- Plaster waste and slip moulds, silicone rubber, latex and alginate moulds, life casting using mod roc.
- Casting into plaster, wax and cement (solid and hollow)
- Casting into jesmonite, silicone, latex, resin, low melt alloys and slip casting would be advantageous.
- Direct work in clay, plaster and wax
- An understanding of the process of bronze casting and how to gate waxes
- A broad understanding of various materials and their applications and their implications on health and safety (coshh) is essential

The postholder will have:

- A good standard of general education (HND Equivalent or above);
- A high level of skill and be able to work to an expert standard, both in accuracy and finish;
- Experience of working with the discipline, either in industry, on a consultancy basis or in an educational environment;
- A sound knowledge of Health and Safety regulations and procedures;
- IT skills, word, email etc.
- Familiarity with CAD packages as used across art and design disciplines such as Autodesk, Rhino, Adobe Suite etc.;

Person Specification

The postholder will:

- Excellent inter-personal skills for dealing with students, staff and immediate colleagues;
- A motivated team player;

- Well-developed organisational skills, including the ability to manage own workloads without close supervision;
- A professional attitude;
- An enthusiastic and flexible approach to experimentation and diverse student ideas;
- A proactive approach towards awareness of new materials, techniques & processes and updating personal skills;
- A proactive and committed approach towards Health and Safety issues;
- Committed to equality and diversity

Terms and Conditions

Contract	Permanent
Probationary Period	It is recognised 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 £26,495 -£30,688 per annum.
Hours	35 per week
Holidays	30 days plus 11 statutory holidays per annum, pro rata
Pension	Local Government Superannuation Scheme
Notice Period	1 month
PVG Scheme	The successful candidate may be required to complete a Disclosure Scotland Application to become a member of the Protecting Vulnerable Groups (PVG) Scheme

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/confering 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 SSRC meetings and Technician's Forum meetings.

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, 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.

APPENDIX II

