

# Job Description

## Technical Instructor (Woodwork)

The Faculty of Technology, Arts and Culture

Grade: E

Role profile: 23

Full time (37 hours per week)

Fixed term

	Duties of the role
<b>Overall purpose of the role</b>	<p>Provide a full technical support service to students and staff, including machine training, practical assistance and advice on the use of all equipment and techniques.</p> <p>As well as having expert knowledge and experience relevant to the area of responsibility, all technical support staff are expected to adopt a proactive role in keeping up-to-date with new developments as appropriate to their role. In addition they are also expected to understand the need to put students first, constantly striving to improve the support that students receive. This often includes working with staff and students throughout the university.</p>
<b>Main duties and responsibilities</b>	<p><b>Interaction with students and staff</b></p> <ul style="list-style-type: none"> <li>▪ Provide initial and on-going instruction, support, advice and practical assistance to students and staff in groups or one-to-one in the use of equipment and techniques undertaken in consultation with course and module tutors. This may involve interpretation of requirements from verbal descriptions and sketches to help the student to make up their unique designs and can require an evaluation of the practicality of the design and where appropriate the commercial viability.</li> <li>▪ Provide on-going guidance in the use of specialist equipment and techniques according to agreed guidelines and in line with faculty and university safety policy. This will include preparation of written instructions and a training program appropriate to each machine or process, and maintaining accurate records of all training provided as required. Also ensuring that as appropriate, only those suitably trained are allowed to use the equipment and the facility.</li> <li>▪ Demonstrate technical processes to groups and individuals including when required the use of digital media and technology to enhance teaching and learning.</li> <li>▪ Assess students' competency levels, progress and standard of work.</li> <li>▪ Provide an 'Introduction' to the facilities for all new students including appropriate H&amp;S advice.</li> <li>▪ Supervise students working in the facility in the absence of academic staff, where authorised by the appropriate Head and in accordance with university and faculty H&amp;S policy.</li> </ul>

	Duties of the role
	<ul style="list-style-type: none"><li>▪ Advise students and staff during the design stage, either in the facilities listed, or occasionally in the studio environment, on the feasibility and practicality of designs.</li><li>▪ Liaise with appropriate Heads of School or academic staff either direct or through the Technical Services Manager or Chief Technician to support the needs of assessments, modules and courses throughout the academic year as well as research and external income generation projects.</li></ul> <p><b>Equipment and facilities management</b></p> <ul style="list-style-type: none"><li>▪ Responsible for the day-to-day organisation and management of the workshop, to maximise student access to the facility and ensure that the facilities and materials are only used for faculty authorised purposes.</li><li>▪ Maintain and undertake basic repairs to equipment in the facility and liaison with Technical Services Manager and external contractors to arrange servicing when required.</li><li>▪ Assist the Technical Services Manager or Chief Technician to prepare recommendations for replacement of capital equipment which may include obtaining quotes as directed, initial contact with external suppliers and preparing justification for first choice.</li><li>▪ Maintain stocks of all materials and consumables used and re-ordering as required.</li><li>▪ Oversee issue of materials to students and ensures appropriate records are kept according to Faculty Resale policy where resale or other materials charges are used.</li><li>▪ Ensure all areas are kept clean, tidy and safe for all users, including disposal of waste as appropriate, especially with regard to disposal of any hazardous waste.</li><li>▪ Maintain an inventory of equipment in the facility in accordance with faculty policy.</li><li>▪ Ensure compliance with faculty and university finance procedures as required when requesting materials, repairs and any other goods or services.</li></ul> <p><b>H&amp;S Responsibilities</b></p> <ul style="list-style-type: none"><li>▪ As a Safety Manager for the specified area, responsible for carrying out the duties as set out in the Faculty Statement of Safety Organisation (SOSO).</li><li>▪ Ensure the preparation of standard operating procedures for all equipment and techniques used, and keeping of all records required by university H&amp;S policy as it applies to the area e.g., daily/weekly safety inspection log, LEV records, hazard data sheets, electrical safety tests etc.</li><li>▪ All staff are expected to be aware of and ensure compliance with DMU Health &amp; Safety Policy as it applies to their work area and activities. It is also anticipated that all members of technical staff will obtain an Appointed Person First Aid Certificate, and will be trained to conduct visual electrical tests and/or full electrical safety tests on portable equipment used in their</li></ul>

	Duties of the role
	<p>area.</p> <p><b>Other duties as directed by the Technical Services Manager which may include</b></p> <ul style="list-style-type: none"><li>▪ Provide cover, including in areas outside of the individual's specialism, to allow students to have supervised access to workshops, selected equipment and hand tools.</li><li>▪ Assist in setting up student work spaces for term-time and re-organisation for assessments, shows and exhibitions, both on and off campus, which involve moving and fixing screens, easels and other furniture and fittings, as well as installation of students work prior to assessments and for shows and exhibitions. This will include occasional evening and possible weekend working.</li><li>▪ Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</li><li>▪ This job description reflects the main duties and responsibilities of the post. However, the you may be required to fulfil other ad-hoc duties commensurate with the level of the post from time to time.</li></ul>

# Person Specification

## Technical Instructor (Woodwork)

The Faculty of Technology, Arts and Culture

Grade: E

Role profile: 23

Full time (37 hours per week)

Fixed term

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
<b>Qualifications &amp; Training</b>	Educated to A Level or equivalent vocational qualification	Essential		✓			✓
	Educated to Degree Level		Desirable	✓			✓
	Relevant professional qualification in a design related subject	Essential		✓			✓
<b>Previous Work Experience</b>	Demonstrable experience in design manufacturing and creative industry or similar environment	Essential		✓	✓		
	Experience of providing direct student facing interaction in the Higher Education context		Desirable	✓	✓		
<b>Knowledge, Skills and Abilities</b>	Experience of inducting/instructing students or trainees in a wide variety of practices such as machining and processing timber to create a variety of different artifacts.	Essential		✓	✓		
	Ability to take designs from original concept to full 3D forms in a variety of materials such as wood, modeling foams, metals and plastics.	Essential		✓	✓		
	Expert in the use of modern and traditional woodworking techniques Expert knowledge of operating and maintaining technical equipment such as band saws and table saws, sanders, drills, lathes	Essential		✓	✓		
	Able to maintain accurate records for equipment inventories, attendance	Essential		✓	✓		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	monitoring and health & safety						
<b>Personality, Attitude, Motivation</b>	Able to work to tight timescales and deal with users who have differing priorities	Essential		✓	✓		
	Have a flexible attitude towards work be prepared to work occasional evenings						
	Ability to communicate effectively with students, academic staff and the wider technical team in a busy teaching environment.	Essential		✓	✓		
	Ability to negotiate outcomes to ensure services are delivered in a fair and efficient manner	Essential		✓	✓		
	Team working and strong organisational skills	Essential		✓	✓		
	Excellent customer service skills, ensuring consistently high standards	Essential		✓	✓		
	Excellent interpersonal, verbal and written communication skills	Essential		✓	✓		
<b>Additional Requirements</b>	Ability to lift and handle workshop and studio equipment including bulk materials	Essential		✓	✓		
	Commitment to equality and diversity	Essential		✓	✓		
	Able to work flexibly according to the needs of the University, including occasional recruitment weekends	Essential		✓	✓		

**\*A = Application Form; I = Interview; T = Test; D = Documentary Evidence**