



Job Title: Senior Technician Workshop Practices

Unit/School: Cardiff School of Art and Design

Grade: 4AB

HERA: CST73

### **Core purpose of role**

You will be based on the Llandaff campus and will be focused on providing technical support for creative workshop activities, maintaining safe and welcoming workshops and assisting the academic and technician demonstrator teams to deliver technical tuition to students.

Based in our wood and metal workshops, you will carry out routine maintenance of our workshop equipment. You will ensure that workshop safety is prioritised by writing, reviewing and implementing risk assessments and safety controls, carrying out basic safety inductions, supervising the workshop for short periods of time and assisting academic and technician demonstrators during their taught technical sessions.

Learning, research and innovation in Cardiff School of Art and Design (CSAD) is often practice-based, experimental and experiential. It is dependent on the sound and informed management of all workshop and studio areas which enable effective delivery of opportunities for skill development. The Senior Technician, under the line management of the Resources Manager, supports the safe and smooth running of CSAD's workshops.

### **Key responsibilities and contributions**

1. Ensuring the provision of quality workshop spaces and student access to materials and equipment through the sound maintenance of workshop equipment and equipment stock.
2. Provide introductory inductions and demonstrations on safe use of equipment.
3. Carry out routine maintenance and housekeeping tasks within a designated area of responsibility and advise the School on any equipment issues.
4. Supporting the technician demonstrators, undertake equipment and material purchases, ensuring they are in line with University regulations and procedures.
5. Ensure all equipment within the area/s of responsibility are in place and functioning effectively and safely and maintain asset inventories.
6. Prepare and implement housekeeping and maintenance schedules.



7. Develop and maintain own skill base and knowledge, ensuring currency with new and emerging techniques and developments. Apply the application of new knowledge to demonstrations and student support.
8. Engage in CSAD systems and workshop competency assessment processes to determine and record students' ability to use specified equipment independently.
9. Assist with the staging of the CSAD annual degree shows.
10. Ensure that CSAD's Health and Safety Policy is respected and observed, including:
  1. The prohibition of unsafe activities.
  2. Safeguarding of any hazardous activity through the process of risk assessments.
  3. Writing risk assessments as needed within area of operation and on cross-school projects, as required.
  4. Maintaining health and safety registers, relating to student use of equipment and processes.
  5. Assessing the safety of all in-house exhibitions, including Degree Shows, writing the relevant risk assessments taking account of Cardiff Metropolitan University guidelines.
11. Any such other reasonable duties and responsibilities as may be required from time to time.



## **Person specification**

### **Essential qualifications / Professional memberships**

1. A level 5 qualification in a discipline relevant to wood working and creative applications of metal work, or the equivalent demonstratable experience.

### **Essential experience, knowledge and skills**

1. Demonstrable technical / specialist skills in a relevant discipline and a proven interest in on-going skill development.
2. Comprehensive knowledge of safety considerations relating to creative applications in wood and metalwork.
3. Experience of writing risk assessments and implementing safety controls in a relevant workshop environment.
4. Ability to carry out routine maintenance and minor repairs on workshop equipment.
5. Ability to deliver equipment safety inductions.
6. Ability to communicate well and to present issues in a clear concise manner.
7. Ability to work practically as part of a team to achieve goals within a specific time frame.
8. Ability to apply knowledge of relevant health and safety issues.
9. Ability to demonstrate a commitment to Equality and Diversity.

### **Desirable**

1. Experience of working within an educational environment.
2. A qualification or evidence of training in health & safety.

### **Welsh skill requirements**

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.



Language level and general descriptor	Listening	Reading	Speaking	Writing
<b>A1 – Beginner</b> Can understand and use familiar everyday expressions and very basic phrases in Welsh.				
<b>A2 - Basic user</b> Can deal with simple, straightforward information and communicate in basic Welsh.				
<b>B1 - Intermediate user</b> Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
<b>B2 - Upper intermediate user</b> Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
<b>C1 - Fluent user</b> Can communicate fluently in Welsh.	Desirable	Desirable	Desirable	Desirable
<b>C2 - Master user</b> Can communicate fluently on complex and specialist matters in Welsh.				

## Disclosure & Barring Service requirements

This post does not require a DBS check.

## Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.