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**JOB DESCRIPTION**

**Job Title:** Technician

**School/Service:** Architecture, Computing and Engineering

# Campus/Location: Docklands Grade: D

**Responsible to:** Head of Architecture and Design/Senior Technician

**Liaison with:** Technicians, Programme and Module Leaders

Never Not Moving Forward

Build your career, follow your passion, be inspired by our environment of success. #BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 4 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**Job Purpose**

The position is for a technician within the School of Architecture, Computing and

Engineering, to provide support service to a wide range of teaching, learning and research activities across the School as well as in the areas of Product Design, Interior Design, Architecture, and Architectural Design Technology, Mechanical Engineering and related programmes. The technician will have an architecture, design or engineering background with experience in digital fabrication including robotics, computational design.

The post holder will provide technical support and maintain the labs and workshops for the digital fabrication area.

All staff are required to work in accordance with UEL’s equality and diversity policies

 **MAIN DUTIES AND RESPONSIBILITIES:**

* Responsible for operation and smooth running of the Architecture and Design workshops/labs including laser cutting 3D printing and robotics.
* Responsible for developing robotics and laser cutting labs, allowing academics as well as clients external to the school to make effective use of the machines.
* Responsible for establishing and maintaining the health and safety procedures related to the robotics and laser cutting machines.
* To demonstrate the use of tools and equipment in the workshops and studio spaces.
* To prepare materials, as appropriate, for all activities in the above areas, and to clear up all areas after such activity.
* To support students from diverse and multicultural range of backgrounds.
* To maintain inventories and monitor security and health and safety.
* To provide first line maintenance and participate in the design, construction and modification of all equipment and services.
* To monitor all health and safety considerations in the above areas, assisting the senior technician in performing risk assessments and inspections.
* Work within the university’s equal opportunities policy.
* Undertake such duties as may be assigned by the Head of Subject or Senior Technician.
* Cover for other staff during periods of absence as directed by the Head of Subject.

# Special Conditions

* Although based in the specialist’s facilities allocated to this role, the job may involve working at times in any of the other specialist laboratories, workshops and studios. Lifting and handling of heavy and/or large objects may be a necessity although training will be given and lifting/handling aids are provided when appropriate. Contact with chemicals (mainly solvents & adhesives) oils and fuels may be sometimes part of the job and again, PPE is provided alongside COSHH sheets for the materials.
* ACE operates a lab custodian system; the post holder will be expected to assume responsibility for some lab space on this basis.

**PERSON SPECIFICATION**

**EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:**

 Essential criteria

* Ideally educated to degree level including expertise in computing scripting and CAD software (A/C)
* Professional Qualification or relevant experience (A/C)

**KNOWLEDGE AND EXPERIENCE:**

Essential criteria

* Solid understanding of robotics laser cutters and safety practice (A/I)
* Software experience coding within Rhino/Grasshopper (c#, python, c==) (A/I)
* Advanced knowledge of Rhino, grasshopper and other 3D environments, as well as knowledge and experience with Arduino and electronics (A/I)

**SKILLS & ABILITIES:**

Essential criteria

* Highly organised and self-motivated (A/I)
* Ability to communicate at all levels (A/I)
* Must demonstrate a genuine interest in the following areas: Robotics and digital fabrication (A/I)
* Ability to set up and monitor health and safety processes (A/I)
* Constantly prepared to learn new software, systems and hardware (A/I)
* Ability to organise, develop and run a lab for staff and students (A/I)
* Ability to monitor laboratory hardware and software and advise on equipment replacement / licensing (A/I)

**PERSONAL ATTRIBUTES AND QUALITIES:**

Essential criteria

* Ability to work within a multi-disciplinary technical staff team (A/I)
* Effective interpersonal skills with both staff and students (A/I)
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (A/I)

**Criteria tested by Key:**

A = Application form

C=Certification

I = Interview

T = Test