



# Royal College of Art

Postgraduate Art & Design

## JOB DESCRIPTION

**Role:** Technical Instructor in Additive Manufacturing

**Department:** Information, Learning and Technical Services

**Grade:** 6

**Responsible to:** Lead Technical Instructor in Additive Manufacturing

### **Background:**

The Royal College of Art is one of the world's most influential institutions of university status devoted to the study of art, design, humanities and communication.

Technical Services is one of the service divisions of Information, Learning and Technical Services (ILTS), a cross-college department, which includes the Library, Archives and Collections, IT and Audio-Visual Services.

### **Purpose of the post:**

- To assist in the provision and availability of specialist equipment and work areas in order to facilitate academic delivery, student learning, research, knowledge transfer activities and an alumni bureau service.
- Provide support to the Head of Additive Manufacturing in the day-to-day function of services within Rapidform.
- Provide highly skilled technical assistance, guidance and technical instruction to students and staff, demonstrating equipment and processes as appropriate.

### **Duties and responsibilities:**

1. Provide technical support, advice and demonstrations to students from all departments in additive manufacturing procedures by way of consultation, data preparation and supporting the overlaps between studio CAD work, Rapidform and workshop post-processing.



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2. Support the planning, organisation and delivery of technical support, advice and demonstrations within Rapidform, including the correct and safe use of additive manufacturing equipment and processes. Ensure good working practice occurs within the department and areas of responsibility.
3. Actively support the day-to-day running of the department as directed to include, general day-to-day maintenance of equipment, liaison with the equipment suppliers and other RP specialists when required, to support budget control, material stock and job queue procedures.
4. Evaluate, deliver and communicate innovative solutions to technically complex creative ideas and give appropriate feedback.
5. Monitor work being carried out in the workshop, ensuring high standards of safety and housekeeping at all times.
6. Supervise and operate selected existing additive manufacturing equipment and future technologies as these are introduced. (Appropriate training will be provided following any future acquisitions).
7. Handle basic administration tasks in facilitation of the department's financial record keeping
8. Participate in the reviewing and monitoring of technical facilities. Liaise with Academic, Technical and Research staff and all other users with regards to the current resource provision and identify new technologies, applications and their relevance to new and existing departments, research and market sectors.
9. Contribute to the development and creation of learning and promotional materials.
10. Represent technical services and Rapidform by attending appropriate meetings as agreed with the Head of Additive Manufacturing.
11. Comply with all Royal College of Art policies and procedures.
12. Monitor and maintain a safe working environment in accordance



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with H&S policies and procedures employed for managing Health and Safety. This includes an understanding of COSHH and the completion of risk assessments, ensuring that all assessments are suitable and sufficient and remain up to date.

13. Support events and exhibitions as required including the handling, transportation and installation of art works.
14. Assist in the training & induction of new and/or temporary staff.
15. Undertake any other duties consistent with role as required and in agreement with the Head of Additive Manufacturing, Technical Coordinator and or Technical Services Manager.

### **Personal Specification:**

#### **Essential**

- Confident understanding of the transition from 3D CAD to digital manufacturing processes.
- Experienced user of at least one 3D CAD package, ideally Rhino, Solidworks, Alias, Maya or 3ds Max.
- Competent experience of additive manufacturing in the design process.
- Understanding of model making, pattern making, tool making etc.
- The ability to instruct and demonstrate in a small group context.
- Excellent problem solving skills.
- Good IT skills.
- Excellent communication and interpersonal skills, both written and verbal
- The ability to use initiative and to work independently and as part of a team.
- Excellent organisational, time management and planning skills with the ability to prioritise as appropriate
- Excellent user focus and a flexible approach
- Ability to share knowledge and transfer skills and capabilities
- Knowledge of Health and Safety issues and Risk Assessment procedures



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## Desirable

- Direct experience working with a Z-Corp 510/310 or 3D Sys 650/660 powder based printers.
- Experience of 3D scanning.
- Knowledge of Magics and GeoMagics
- Experience of working in higher education, preferably with postgraduate students
- An interest and enthusiasm for contemporary art, design and culture

## ADDITIONAL INFORMATION

### Location

Kensington, London

### Salary

Salary working 28 hours per week: £23,930 – £27,392 per annum inclusive of London Allowance. Normal hours will total 28 per week over 4 days, 9.30am to 5.30pm with an hour each day for lunch.

The appointment is permanent subject to a six month probationary period.

### Holiday entitlement

20 days per annum.



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## PAY & BENEFITS

### Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

### Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

### Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

### Enhanced paternity pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

### Enhanced sick pay

Occupational sick pay after six months' service is three months' full pay/three months' half pay.

### 24/7 confidential support

Staff and their household members have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

### Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

### Cycle to Work Scheme

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.



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### **Childcare Vouchers**

The Royal College of Art enables staff to purchase childcare vouchers, through its partner Edenred, as a salary sacrifice scheme.

### **Life Cover**

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

### **Library**

All staff are welcome to join the college library.

### **Events**

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.