

Ravensbourne University of London

ROLE DESCRIPTION AND PERSON SPECIFICATION ACADEMIC AND TECHNICAL STAFF

Role Title: Technical Tutor – Prototyping

Service: Prototyping

Pay Band: Band C

Reports to: Head of Prototyping

Purpose of Role:

As a member of the University's Prototyping team, you will provide skills training, teaching and technical support to students in all aspects of creating prototypes and concepts by using software and hardware and other methods of digital and traditional fabrication. Supporting teaching and demonstrating in the Department of Architecture and related pathways by delivering teaching sessions and technical support relevant to prototyping areas.

Role Responsibilities:

- To deliver software & hardware training workshops to relevant areas as indicated in the validated course specifications.
- To design and re-design technical content and workshops in liaison with the relevant academic teams, bringing together digital technology and creative content in ways that ensure effective student learning and future employability.
- To coordinate technical activities within the Prototyping area and contribute with relevant maintenance, ensuring continuous availability of relevant equipment according to manufacturer's guidelines.
- To support students within the Architecture, spatial design practices and other relevant areas in the use of software and digital hardware for digital and manual

fabrication, along all stages of their projects, from the conceptualisation to manufacturing and delivery with professional standards.

- To generate appropriate learning and informative material as required for the need of the department a
- To deliver general health and safety inductions to students, staff and guests.
- To advise on appropriate digital media hardware and software use and procurement with reference to industry workflow, assisting with the installation and maintenance of this equipment.
- To oversee and contribute to online learning resources that support software learning for Architecture and related subjects.
- To support both the presentation of student work (for assessment, exhibitions, degree shows or marketing purposes) and accessibility to information paths for application learning within the course through the development of materials for the web and/or for the Institution's virtual learning environment.
- To support relevant research projects as required.
- To engage in continuous professional development relevant to the subject specialism, teaching responsibilities and professional practice, and to maintain a level of subject expertise in line with developments in the subject area appropriate to your contracted employment.
- To comply with legislative requirements as it relates to the job, including the Data Protection Act, Equal Opportunities, Freedom of Information Act, health and safety obligations.
- Demonstrate understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role.
- Work within Ravensbourne's Code of Conduct and other rules.
- Comply with all legislative, regulatory and policy requirements (e.g. Finance, HR) as appropriate.

- Carry out the policies, procedures and practices of Health & Safety in all aspects of the role.
- Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work and show commitment through everyday practice in the role.
- Work in accordance with, and promote Ravensbourne's environmental sustainability policy and practices.
- Make full use of all information and communication technologies to meet the requirements of the role and promote organisational effectiveness and maintain accurate records of work activities and results.
- Perform such other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne's objectives achieved.

Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):

academic staff, students, technical tutors, services staff and visitors

Resources Managed

Budgets: in conjunction with Head of Prototyping, to advise as necessary

Staff: n/a

Other (e.g. equipment; space): workspaces and equipment related to the role

Person Specification (Knowledge, Skills and Behaviours)	Essential	Desirable
<p>Education and Qualifications:</p> <p>Qualification to BA level in Architecture, IDEAS or relevant discipline or equivalent industry experience.</p> <p>Teaching qualification e.g. PGCert Education in Art & Design</p>	<p>✓</p>	<p>✓</p>
<p>Technical knowledge and experience:</p> <p>Experience in prototyping processes/techniques in fabrication, blending the use of technology with traditional skills and willingness to learn new skills.</p> <p>Demonstrable technical knowledge and specialist expertise in 3D workshop machinery & equipment relevant to the 3D fabrication and prototyping process.</p> <p>Demonstrable technical knowledge of rendering, 2D and 3D design relevant to Architecture, including Rhino, AutoCad, Photoshop, InDesign, and willingness to learn and apply new software skills.</p> <p>Experience in Architectural model-making techniques and finishes according to industry standards.</p> <p>Experience in using virtual learning environments to support student learning.</p> <p>Experience in installation of hardware and software, output, set up of digital systems, scanners and other peripherals.</p> <p>Intermediate level skills in maintenance of computer and other digital hardware</p> <p>Combines subject content and learning and teaching methods in ways that fully enable learners to achieve their goals</p> <p>Demonstrable technical skill in relevant equipment troubleshooting and day-to-day support to enable the relevant areas to operate effectively, allocating resources efficiently, and ensure availability of consumables and equipment.</p> <p>Knowledge of AR/VR technologies and dynamic rendering</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

Experience in delivering workshops, demonstrations or instruction in further or higher education settings		✓
Customer focus and service Has a strong customer service focus and the ability to manage stakeholder relationships and manage expectations.	✓	
Team working Works collaboratively and harmoniously with staff and students as the role requires to support for the development and delivery of teaching and learning. Able to communicate, collaborate and coordinate with relevant academic teams, Course leaders, Program Directors and other support teams.	✓ ✓	
Communicating and relating to others Communicates clearly orally, in writing, and using visual media. Maintains effective relationships openly and honestly, using appropriate communication channels with consideration for the audience, so that the messages (both ways) are understood and able to be acted upon. Ability to understand and explain technical/specialist terms commonly in use in own area of work, conveying information of a complex, conceptual, and specialist nature adapting communication and media to suit student comprehension and level.	✓ ✓ ✓	
Organising work Organises work for optimum effectiveness, using all the resources, tools and methods available, so that the objectives of the role, team and organisation are met.	✓	
Using IT Makes optimum use of appropriate digital technology and IT systems in all aspects of the role, particularly the ability to operate in a virtual learning environment	✓	
Problem solving and decision making Anticipates problems or issues and deals with them creatively and constructively, asking for support if required.	✓	
Future focussed and change-ready Is receptive to, and open minded about, change, enabling them to respond positively and creatively to changing circumstances and requirements.	✓	

<p>Inter-disciplinarity Understands inter-disciplinary and convergent processes in creative and digital activities, and demonstrates a commitment and ability to ensure this is reflected in the educational offer</p>		✓
<p>Knowledge transfer Maintains, develops and applies comprehensive knowledge of the relevant subject discipline(s) including industry best practise and future developments</p>		✓
<p>Planning and managing student events Able to support staff and students in the display and organisation of exhibitions and events</p>		✓
<p>Administration Supports the delivery of education to students by contributing to the efficient running of courses and the technical provision</p>		✓
<p>Technical Equipment Able to ensure that all equipment in use is fit for educational purpose, and that new equipment is purchased cost-effectively, installed safely, and regularly maintained</p>	✓	
<p>Industry and educational context Develops and maintains an understanding of how developments in both the relevant industries and higher and further education impact upon the role specifically and Ravensbourne more generally</p>	✓	

