

Role summary

Under the direction of the Rapid Prototype Manager, you will be required work within our in-house Rapid Prototyping facility ("RP") producing Rapid Prototyped models for architects, designers and modelmakers. You should be able to work as a team member and on your own initiative, be self-motivated and pro-active. The position requires a high degree of responsibility, discretion, and confidentiality.

Role definition

Job Title: Rapid Prototyping Technician

Reporting to: Rapid Prototype Manager and Modelshop Partners on a day to day basis and ultimately to Senior Partner

Responsibilities

- Take instructions from and assist the Rapid Prototype Manager in all aspects of daily duties.
- Receive and check CAD files, ensuring files are to correct scale, size within constraints of the chosen RP technology, and in printable condition ('normal's', wall thicknesses, etc)
- Coordinating with architects/designers in the preparation of their drawing files
- Scheduling and prioritising files for printing; files can be submitted by any design group or architect
- Process in house SLS and 3D prints
- Extracting, de-powdering and post-processing Rapid Prototype models
- Regular machine maintenance
- organise and maintain all aspects of the Rapid Prototyping facilities
- Cleaning, preparing, setting-up and maintaining RP technologies
- Maintaining records and stock levels
- Packing models for overseas travel and/or local transportation between workshop and studio
- Ensure the area is left in a tidy manner at the end of each day
- Ensure the timely completion of timesheets, accident reports, sick self-certification forms and holiday requests (according to minimum notice periods)
- Work to the Health & Safety (H&S) requirements
- Ensure all works are carried out using the relevant personal protective equipment ('PPE')
- Written approval must be obtained from Modelshop Partners prior to any data/information being exchanged externally to Foster + Partners
- Obtain written approval from Modelshop Partners before any external person/company may attend the modelshop
- Ensure all external doors remain closed, locked, or restricted by Foster + Partners internal card access system
- Ensure thorough knowledge of and compliance with Foster + Partners' procedures and standards
- Ensure thorough knowledge of and compliance with modelshop rules and procedures

- To contribute, or otherwise assist, as required

Qualities and skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Experience in a practical background
- Able to carry out intricate and precise work
- Good level of computer skills
- Empathy with a creative environment
- Resilient to cope with conflicting demands
- Excellent written and verbal communication skills
- Articulate and diplomatic manner
- Able to manage and prioritise tasks and time efficiently
- Able to work under pressure and to tight deadlines
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Flexible attitude
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to build relationships at all levels, internally and externally
- Able to work independently as well as part of a busy team with definite hierarchy
- Due to the nature of the position, there will be a requirement to work additional hours as necessary

Desirable

- Understanding of CAD/3D modelling software i.e. Microstation, Magic's, ZPrint or alternatives (AutoCAD, Rhino, Blender, 3D Studio Max, Cinema 4D, Houdini, Wings3D)
- Previous experience with rapid prototyping technology.
- Experience of using Microsoft Outlook
- Good model making skills
- Understanding of architectural model making
- Understanding of architectural terminology

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

January 22