

Role Definition

Job Title: Senior Rapid Prototyping Technician

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

The position is responsible for assisting in running and developing the in-house Rapid Prototyping ("RP") service, Under the direction of the Rapid Prototype Manager. This will include liaising with external companies when required. There is a requirement to be self-motivated, pro-active, advise and support team members and be able to work independently and as a part of an effective team. The position requires a high degree of responsibility, discretion and confidentiality.

Responsibilities

- Ability to run small to medium size projects independently as instructed by Modelshop Partners and/or Workshop Managers
- Under direction, supervise, co-ordinate and take responsibility for RP production
- Responsible for maintaining accurate logs of all RP within F+P
- Responsible for production quality and meeting deadlines of projects as allocated by Modelshop Partners
- Responsible for accessing suitability of models to relevant RP methods
- Ensure the department offers a complete RP model service for architects within the office from accessing and receiving data, through to finishing processes and packing for transport, to ensure presentation ready, usable models
- Take instructions and assist RP Manager in all aspects of daily duties
- Take instructions from Modelshop Partners in all aspects of daily duties
- Liaise with senior staff, architects prior to the approval of Modelshop Partners
- Assist sketch model technicians when required
- Assist with preparing exhibitions and presentations offsite as instructed by Modelshop Partners and/or Workshop Managers
- Implement and work to the Health & Safety and COSHH requirements
- Report all unsafe practices to the Workshop Managers immediately
- Responsible for organizing and implementing regular maintenance on all machines and equipment
- Ensure all works are carried out using the relevant personal protective equipment ('PPE')
- Obtain written approval from Modelshop Partners before photographing models
- 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
- Monitor stock and replenish when required in the absence of the manager
- In the absence of junior staff, or as requested, assist with unloading and promptly storing deliveries of materials to the workshop
- Assist with the safe lifting and moving of models within the office campus under direction of Modelshop Partners (after manual handling training has been completed)
- Need to ensure that the highest security is maintained at all times in the department (day and night) from the possibility of intruders, uninvited guests and deliveries
- Ensure all external doors remain closed, locked or restricted by F+P internal card access system
- Ensure the timely completion of timesheets, accident reports, sick self-certification forms and

- holiday requests (according to minimum notice periods)
- Ensure the workshop is left in a tidy manner at the end of each day
- Ensure Modelshop rules are adhered to
- Ensure thorough knowledge of and compliance with F+P procedures and standards
- Ensure thorough knowledge of and compliance with Modelshop rules and procedures

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
- Advanced understanding and operation of RP processes
- Demonstrate a high level knowledge of RP Machines
- Advanced level of CAD skills required
- Able to demonstrate an advanced level of knowledge, accuracy and ability of model making skills (including workshop machinery and relevant procedures)
- Understanding of the practice and philosophy of F+P
- Understanding of geometry and its impact on architecture
- Empathy with a creative environment
- Understanding and adherence to the Modelshop principles at F+P
- Able to use relevant tools, machinery and power equipment within the Health & Safety guidelines as necessary for the completion of projects
- An advanced knowledge of all materials used within the department and ensure their COSHH and Health & Safety regulations are applied as necessary by you and your team
- Able to train staff as required
- Able to share knowledge and skills with a team and act as mentor to junior staff
- Able to manage sensitive and sometimes confidential information
- Resilient to cope with conflicting demands
- Able to manage and prioritise duties and time efficiently
- Able to work under pressure and to tight deadlines
- Flexible attitude, willingness to learn new skills
- Good written and verbal communication skills and articulate and diplomatic manner
- Good interpersonal skills and able to build good relationships at all levels, internally and externally
- Demonstrate initiative and a proactive approach to daily tasks

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.

September 2017