

NOTES

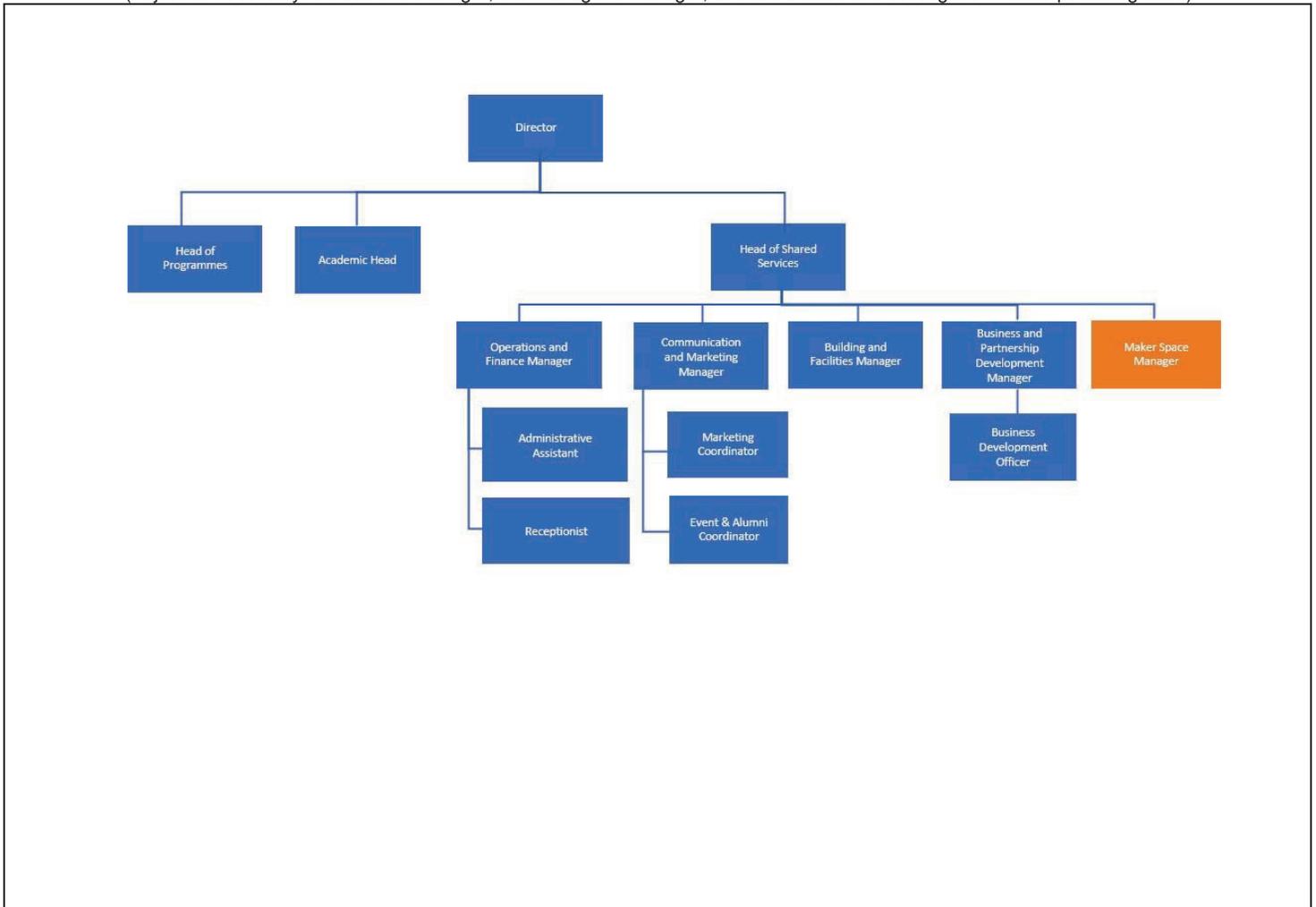
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	d-school Maker Space Manager		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	19 September 2025
Academic faculty / PASS department	CHED		
Academic department / PASS unit	Hasso Plattner d-school Afrika		
Division / section	Shared Services		
Date of compilation	3 February 2025		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to manage the Hasso Plattner d-school's maker space.

The Maker Space Manager at the Hasso Plattner d-school Afrika is responsible for creating and nurturing an innovative environment where students can transform creative ideas into tangible prototypes and products. This role involves managing and maintaining a dynamic makerspace equipped with both traditional and cutting-edge tools, materials, and technologies.

The Manager will facilitate hands-on design, fabrication, tinkering, and learning by providing technical support, coordinating multidisciplinary collaborations, and fostering an inclusive community of makers.

By connecting with the d-school's programme curriculum and existing creation and innovation spaces across UCT, the Maker Space Manager will inspire cross-disciplinary projects and events that encourage experimentation, knowledge sharing, and inventive problem-solving.

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Create, design and develop	30%	<p>Provide an inviting space for all members of a diverse UCT community, of all types and levels and experience, to create a community of creation and making.</p> <p>Provide hands-on, creative ways to encourage students to design, experiment, build and invent as they engage with the maker space.</p> <p>Provide technical and creative maker consultation, support and guidance to makers.</p> <p>Advise, mentor and guide makers in strategies to implement project design/fabrication/prototypes giving advice on tools, project plans and impacts.</p> <p>Explore connections between maker activities and emerging or adjacent technologies.</p> <p>Stay up to date with latest prototyping and fabrication methods and introduce new materials and equipment into the maker space</p> <p>Create and deliver a suite of co-curricular educational activities in collaboration with d-school programmes.</p>	<p>Vibrant and functioning makerspace.</p> <p>Trained makers, students and staff in the operation of various tools and infrastructure provided.</p> <p>Networks exist across UCT workshops and outside service providers.</p> <p>Host events for interested future makers and manage occupation of makerspace.</p> <p>Ensure that the maker space has up to date equipment and materials where possible.</p> <p>Deliver programmes to makers and students</p>
2	Partnerships and collaboration	20%	<p>Build, foster and develop relationships with d-school departments to ensure the use of the maker space.</p> <p>Create opportunities and programs through partnerships both internal and external.</p> <p>Communication and promotion of makerspace activities and facilities.</p> <p>Develop, facilitate, and coordinate training and maker space programs and events (such as maker hackathons and maker evenings).</p> <p>Connect maker activities to existing activities and resources within the d-school.</p> <p>Partner with subject matter experts and manufacturers. and other makerspaces both within and external to UCT.</p>	<p>d-school programme participants are using the maker space as part of prototyping during programmes.</p> <p>Maintained (in collaboration with communication team) virtual presence of makerspace (website, social media, etc.).</p> <p>Events are held to attract users to the maker space.</p> <p>Develop and maintain a collaborative relationship across UCT</p>

3	Operations Management	30%	<p>Manage and provide operational oversight for the physical space and facilities of the d-school maker space.</p> <p>Scheduling of use of facilities between programmes and users.</p> <p>Provision, maintenance and control of maker space, facilities equipment, resources, supplies, materials, software, tools, both computer-aided and manual.</p> <p>Inventory management /stock control and management of parts, materials, consumables, and supplies.</p> <p>Ensure Health and Safety compliance, including the training and supervision of makers and the creation of SHE Standard Operating Procedures (SOPs).</p> <p>Train makers and students on the use of equipment and tools. Create SOPs for operation of equipment.</p> <p>Ensure a functional, safe, clean, and well-maintained environment.</p> <p>Ensure access control and security. Manage waste. Equipment/machine/instrument maintenance and servicing.</p>	<p>Clear recording of governance process implemented reporting into required University Committee</p> <p>Vibrant and functioning maker space.</p> <p>All equipment maintained and in working order.</p> <p>Equipped and stocked space minimizing delays due to ordering and maintenance.</p> <p>Adequate materials available.</p> <p>Safe working environment for multiuser multidiscipline space.</p> <p>Students adequately trained and aware how to use equipment in a safe environment.</p> <p>All Health and Safety standards and signage up to date and visible.</p>
4	Finance Management	10%	<p>Manage day to day operational Budget, with cost recovery of expenses where possible.</p> <p>Procurement and purchasing of parts, materials, consumables and supplies needed for the smooth running of the maker space.</p> <p>Prepare proposals for procurement of new equipment and services.</p>	<p>Well managed budget and expenses for each financial year, balancing the needs and resources.</p>
5	Monitoring, evaluation and reporting	10%	<p>Ensure compliance with applicable UCT policies, procedures, SOPs and protocols.</p> <p>Meet with the line manager to report on activities and progress, make proposals, and recommend changes new trends or equipment needed.</p> <p>Inventory management.</p> <p>Track, schedule and manage maintenance and waste disposal.</p> <p>Monitoring and record of equipment and material usage.</p>	<p>Safe working environment for multiuser multidiscipline space.</p> <p>Activities aligned with the d-school and UCT Vision.</p> <p>Monitoring and evaluation of activities and equipment used.</p>
6	d-school values	100%	<p>Work collegially and productively as part of the wider UCT team.</p> <p>Uphold the d-school values.</p> <p>Be a brand ambassador of the d-school.</p>	<p>Work collaboratively with other d-school team members and contributing towards achieving the objectives of the d-school strategy.</p> <p>Being an engaged team member and contributing positively to the growth of the d-school project</p>

CONTENT

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> A qualification at NQF6 in a relevant area. This could be in a trade, education, design or STEAM related field. NQF7 or higher is advantageous. 			
Minimum experience (type and years)	<ul style="list-style-type: none"> 7 year's experience working in a maker space or similar hands-on creative/design/innovation environment, ideally at a Higher Education institution, with 2 years management experience This must include experience in both analog and digital fabrication equipment and making/prototyping Teaching experience within makerspace environments advantageous 			
Skills	<ul style="list-style-type: none"> Technical (mechanical and electrical) skills (such as the operation and maintenance of machine shop equipment) Design software skills (Such as Solidworks, AutoCAD, CAM). Ability to work from technical drawings and computer aided design Research and practice Fabrication techniques Fabrication machinery such as 3D printers, CNC machinery, laser cutters Ability to work across disciplines Troubleshooting 			
Knowledge	<ul style="list-style-type: none"> Additive and subtractive fabrication Digital and non-digital design and invention Prototyping Product design Hacker culture IP Health and Safety Interdisciplinary knowledge of a variety of STEAM related fields Media, design, and digital fabrication tools and software Instructional design and adult education Inquiry based and cooperative learning 			
Professional registration or license requirements	<ul style="list-style-type: none"> Honesty to handle cash and finances Physical ability 			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Planning and organizing - work management	2
	Analytical thinking - Problem solving	2	Teamwork - collaboration	2
	Client-student service and support	2	University awareness	2
	Communication	2	Creativity and Innovation	3
	Conceptual Thinking	3		

SCOPE OF RESPONSIBILITY

Functions responsible for	Hasso Plattner d-school maker space
Amount and kind of supervision received	Broad supervision. Works under supervision of Head: Shared Services
Amount and kind of supervision exercised	Supervising student assistants, supporting the work of the d-school maker space
Decisions which can be made	Process and process flow decisions, systems decisions
Decisions which must be referred	Interpretive decisions, budgetary decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	Managers and supervisors of workshops and laboratories, Properties and Services, Researchers, Students, Academics, Technical staff, general staff
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