



JOB DESCRIPTION

Job Title:	Product Designer/KTP Associate – V-Trak
Department:	PDR – International Centre for Design and Research, Cardiff Metropolitan University
Location:	Bridgend (V-Trak premises)
Salary:	£25,627 - £30,497 (with a £4K Personal Development Package)
Hours:	Full Time
Tenure:	Two Years Fixed Term Contract
Accountable to:	KTP Knowledge Base Supervisor

Accountable for:

Supporting and project managing a collaborative, Product Design based Knowledge Transfer Partnership (KTP) project between V-Trak and PDR, an internationally recognised design consultancy, which is part of Cardiff Metropolitan University.

Role Summary:

This role is embedded within the rapidly growing, high-performance mobility and custom posture management market. It is based within V-Trak, who's customers demand high performance, light weight, easy to adjust and aesthetically cutting-edge wheelchair posture management seating products.

V-Trak are a design-led, problem-solving company with a commitment to collaborative practice. The mobility and posture management market requires close working with healthcare professionals and end-users to develop solutions. It also requires embracing the latest design and manufacturing methods whilst maintaining regulatory compliance.

This KTP will develop the design, manufacturing and regulatory expertise necessary for V-Trak to enter new markets and develop existing ones. The KTP Associate will be responsible for embedding knowledge of design and manufacture tools that enable mass customisation where products can be customised to individual user needs more efficiently. This must be built into a robust quality management system for international regulatory compliance.

The Associate will be required to work across V-Trak's multidisciplinary team in the UK, and with partners internationally. They will be supported by the Knowledge Partner, PDR. PDR are one of Europe's leading design research and practice organisations and are based within Cardiff Metropolitan University. Their expertise spans user-centred design, service design, eco design, product development and, surgical and prosthetic design.

The Associate will be based at V-Trak in Bridgend, S Wales. They will benefit from a training package of £4K, with regular meetings from PDR's supervisory team. They will also benefit from academic mentoring and professional supervisors as well as guidance and support from their KTP advisor.

Knowledge Transfer Partnerships (KTP's) are one of Europe's leading graduate recruitment programmes, designed to develop the skills and knowledge of future business leaders whilst embedding new knowledge, systems and processes in the host company. High calibre graduates are employed to work on specific projects of strategic importance to companies, whilst being supported by a dedicated University or College. All graduates spend around 10% of their time in training and development. To find out more about Knowledge Transfer Partnerships please see <http://ktp.innovateuk.org/>

This is an exciting opportunity for the Associate, who has the prospect of developing cutting edge design and manufacture methods within a multidisciplinary team addressing international user needs.

Principal Duties and Responsibilities:

The position plays a pivotal role in the development of new, innovative wheelchair posture management seating products that can be tailored to user needs within a new V-Trak service.

The role will require the associate to quickly develop research and project management skills which will allow them to organise and facilitate workshops, analyse data and effectively convert findings into strategies for new product development.

The role includes:

- Taking overall responsibility for the delivery of the KTP project objectives:
- To review V-Trak's current operations in user-centred and product design, quality management and regulatory processes.
- To establish project review groups incorporating strategic company partners.
- To review current state-of-the-art in advanced design, manufacturing and mass customisation.
- To report on regulatory and testing requirements for the new wheelchair seating and posture management markets.
- To work closely with PDR, other Schools within Cardiff Metropolitan University and V-Trak to review current state-of-the-art in user centred design practice and business approaches that could enable mass customisation.
- To present and communicate novel ideas to project review groups.
- To develop the ideas into new product ranges using a user-centred design approach.
- To work with the wider project team to design and carry out experimental testing of the new product concepts.
- To expand the development portfolio through the development of new products and services that meet the needs of the user through the newly developed processes through to manufacture and launch.
- To work closely with PDR and others to manage and create appropriate quality management process that help ensure regulatory compliance.
- To develop training programmes which will result in the knowledge and techniques captured and developed as part of the KTP process being thoroughly embedded into the company culture at V-Trak.

- To complete the compulsory KTP Associate training modules;
- To provide a progress report for presentation at the Local Management Committee (LMC) meetings;
- To manage the budget associated with the KTP Project;
- Convene and lead monthly technical meetings to discuss progress, targets and resources;
- Adhere to all confidentiality, IPR, IIP, health and safety procedures etc., established within the Company and Cardiff Metropolitan University;
- Complete a final report quantifying the benefits that have been achieved prior to the agreed end of the KTP programme;
- Any other duties that may be reasonably assigned by the Knowledge Base Supervisor/ Industrial Supervisor.

Standard Notification

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Human Resources and Health and Safety policies and procedures.



PERSON SPECIFICATION

Post: **KTP Associate/V-Trak – Product Designer**

Unit/School: PDR

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FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
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Education and Qualifications (Essential)	Honours Degree in Product/Industrial Design or similar.	X		
Education and Qualifications (Desirable)	Master's degree in Product Design or related Discipline.	X		
Knowledge (Essential)	Experience and evidence of good research & analytical skills.	X	X	
	Knowledge of manufacturing processes and assembly methods.		X	
	Knowledge of user-centric design theory and methods.	X	X	
	Experience and evidence of good product design process & outcomes.	X	X	
Knowledge (Desirable)	Experience of designing mobility and custom posture management related products whether commercial or as part of studies.		X	
	An awareness of design in regulated environments.		X	
	Experience of using user-centric design methods in support of a new product/service development.	X	X	

Skills and Abilities relating to role (Essential)	Ability to identify and implement appropriate research methods.		X	
	High degree of design and analytical skills.	X	X	
	Product prototyping and modelling skills.	X	X	
	3D CAD and modelling skills.	X	X	
	Excellent CAD skills and proficient in Solid works and rendering skills		X	
	Excellent sketching, presentation, and communications skills		X	
	Strong interpersonal skills with an ability to communicate and present to a variety of professionals at different levels.	X	X	
	Self-motivated and well organised with the capability of taking the lead role and managing others.	X	X	
	Ability to work independently and as part of a team.		X	
	Good report writing and organisation skills.		X	
	Good presentation skills.		X	
High level of problem-solving skills.		X		
Skills and Abilities relating to role (Desirable)	Ability to facilitate workshops and lead training sessions.	X	X	
Experience paid / unpaid (Essential)	Managing product design projects, including time management and budgeting.	X	X	
Experience paid / unpaid (Desirable)	Industry/business experience related to product design and innovation.		X	
	Experience of Disability and empathy and understanding of the challenges.	X	X	
	Experience of designing posture management accessories or related products.		X	
Other Requirements (Essential)	UK Driving Licence or the ability to travel throughout the UK.	X	X	
	Willingness to travel overseas.	X	X	
Other Requirements (Desirable)	Ability to speak Welsh.	X		
	Ability to speak other European languages.	X		