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| job description |

**Job Title: Design Internship – PDR**

**Location: Alexander House, Cardiff**

**Department: PDR**

**Hours: 37 hours per week**

**Tenure: Fixed-Term Contract up to a maximum of six months**

**Post Number: HR3726**

**Grade: 1A**

**Salary: £18,328 pa**

**Accountable to: Senior Designer**

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

**Role Summary:**

PDR (The International Centre for Design and Development Research) is a major award winning, multidisciplinary design consultancy and research centre with a global client base.

With extensive facilities and capabilities across many design disciplines we undertake work with companies from across the UK, Europe, the Far East and USA.

A vacancy has arisen for an internship to work within our design and development consultancy team. This is an excellent opportunity for an ambitious and talented graduate designer or user centred researcher with strong communication and written skills, and who thrives within a challenging, diverse and creative environment.

**General duties will include the following activities:**

Design internships at PDR directly support live project work with clients for the development of new products and services and can fit within various areas of the commercial consulting innovation team. Opportunities for contribution are varied and can encompass user insight and user centred design and service design activities through to industrial, product design and mechanical engineering work.

Within this role, you will work closely as part of the design team, heavily supported and with a carefully selected mentor to help build your expertise and understanding to accomplish the following:

**Principal Duties and Responsibilities:**

1. To support PDR’s UCD and design teams deliver successful outputs for PDR’s design consultancy operation
2. Perform both market and user research to support live commercial projects
3. Participate in team meetings and brainstorming sessions
4. Visually communicate ideas to the design team
5. Conceptualise and build prototype samples and models
6. Adhere to ISO 9001 procedures within PDR
7. Other duties that may be reasonably assigned by the Senior Designer or Associate Director Design.

***Standard Notification***

**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 contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University’s Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.**



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| Person Specification |

\*Key

A - Application form

I - Interview

T/P - Test/Presentation

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| Job Title: | Design Internship | |
| School/Unit: | PDR | |
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| FACTORS | | **ESSENTIAL AND DESIRABLE CRITERIA** | | **ASSESSED BY** | | |
| **A\*** | **I\*** | **T/P\*** |
| **Education and Qualifications**  **(Essential)** | | A design-related or engineering related discipline at degree level. | | A |  |  |
| **Education and Qualifications**  **(Desirable)** | | Masters levels qualification in a relevant product design or UCD discipline. | | A |  |  |
| **Knowledge**  **(Essential)** | | Knowledge of one design or engineering related discipline such as product or industrial design, mechanical engineering, UCD etc.  Knowledge of UCD and/or design processes. | | A  A | I  I |  |
| **Knowledge**  **(Desirable)** | | Knowledge of appropriate computer-based user research, or, 3D design packages.  Knowledge of manufacturing processes and their implications for product design. | | A  A | I  I |  |
| **Skills and Abilities**  **(Essential)** | | Excellent organisation skills with good time management.  Excellent communication skills, both written and oral.  Team player with good Interpersonal skills.  Proactive and keen to share ideas.  Good visual presentation skills and the ability to communicate complex subject matter effectively through visual means.  Ability to work independently and autonomously.  Ability to deliver or contribute to group and individual presentations/discussions.  Ability to handle confidential information appropriately.  Computer literate. | | A  A  A  A | I  I  I  I  I  I |  |
| **Skills and Abilities**  **(Desirable)** | |  | |  |  |  |
| **Experience Paid/Unpaid**  **(Essential)** | | Experience of studying a design – based discipline at degree level. | | A |  |  |
| **Experience Paid/Unpaid**  **(Desirable)** | | Experience of some form of commercial design project. | | A | I |  |
| **Other Requirements**  **(Essential)** | | Willingness to travel to off-site locations. | |  | I |  |
| **Other Requirements**  **(Desirable)** | | Willingness to undergo appropriate training.  Ability to speak Welsh. | | A  A | I |  |