

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Specialist Technician (L&T) Digital Media

Salary: £33,653 - £41,329 pa pro rata

Contract Length: Permanent

Hours/FTE: 17.5 hours per week/ 0.5 (Wed-Fri)

Grade: 4

Location: Foundation Centre – Wilson Road

Accountable to: CCA Technical Manager (through Technical Coordinator Foundation Centre)

College/Service: CCW Technical Resources

Purpose of Role:

To provide professional technical expertise, guidance and advice in the Digital Media Facilities and contribute to the delivery of academic learning activities within the Foundation Centre.

To provide support for student learning, informal and formal training and instruction, and the development of proficiency with highly specialist techniques, production methods and technology related to use of digital media within art and design practice

To contribute technical input into student concept and expressive/creative intention, including giving feedback to students and contributing to student informal formative assessments, with reference to appropriate learning outcomes of the course or project.

Duties and Responsibilities

- To take co-responsibility for effective day to day running of the digital media technical resource areas within the Foundation Centre, including managing day-to-day student access and the booking of specialist facilities and use of equipment within timetabled teaching sessions and for individual student access.
- To contribute, as a member of the Foundation Centre resource technical team, and within agreed academic teams with the planning and development of the course/programme area, the identification of learning outcomes, including curriculum development, research and commercial activities.
- To contribute and collaborate with technical team members as required to ensure the key priorities, levels of service and good practice are met successfully; including compliance with Health and Safety regulations, updating skills and expertise, liaising with team members, Technical Coordinator and/or Technical Manager.
- To provide feedback to Course Leaders, Technical Coordinators and/or Technical Managers regarding service levels and student requirements to ensure appropriate adaptations are made and contribute to the revision of standards of digital media delivery.
- To work at an agreed level within the terms of the glossary of key terms (describing T&L relationships between Technicians and students) to contribute to the delivery of Orientation sessions, Inductions, Technical Workshops, supervised Negotiated/ Supported access by supporting student, and course needs/timetables so that technical support is targeted effectively.
- To instruct and assist Students and Staff with a wide range of software products that are available within the college.
- To contribute to planning, development and delivery of learning activities supporting student learning and research, liaising with Course Leaders and academic staff informally and formally within Course meetings.
- To supervise learning activities, providing expert guidance and advice to students, helping students to identify and supply appropriate techniques, processes, resources and access to equipment to meet learning outcomes.
- To provide formal or informal sessions to students that may include one of more, demonstration, instruction with digital media software and equipment, coaching with the development and proficiency of a particular skill, technique or process – including preparing, developing and delivering a wide and varied programme of software demonstrations to run over the Academic year

- Application support for a wide range of software applications and multi platforms – specifically Adobe Creative Cloud software, Photoshop, Illustrator, Premier, Stop Frame animation, Digital imagery, and basic photography skills.
- To provide detailed feedback to students and contribute technical input to student concept and expressive/creative intention in relation to agreed Course Learning Outcomes.
- To contribute digital media expertise as appropriate to the project planning and delivery of exhibitions and events within the Foundation Centre.
- To demonstrate a high level of independent responsibility for the diagnosis and resolution of problems and creative/artistic challenges encountered with the execution of duties and responsibilities.
- To carry out detailed and extensive research to support the ability to diagnose and resolve problems of a highly technical, complicated nature, that involves testing and re-testing scenarios and processes to lead to the successful design and achievement of intended learning outcome/execution of work.
- To liaise internally and externally with professionals and recognised practitioners and artists, attend conferences and exhibitions to share and develop ideas, knowledge and expertise that can be translated to support academic learning and research activities.
- To take co-responsibility for the maintenance of digital related equipment, keeping stock lists, ordering of stock and consumables reporting to the Technical Coordinator and/or Technical Manager.
- To provide professional technical guidance and advice to Technical Coordinator and/or Technical Manager, and assist with the commissioning of new equipment including the delivery and installations of equipment.
- To be involved with the design, production and development of appropriate teaching and learning materials to suit own specific areas of specialist activity and service delivery.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

- CCA Technical Manager, Technical Coordinator Foundation Centre, Specialist Technicians (L&T)
- Academic Staff
- Suppliers and Contractors

Specific Management Responsibilities

Budgets: consumables budget as designated under guidance of Technical Coordinator

Staff: none

Other: Co- responsibility for the safety and security of digital equipment in the Foundation Centre

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Person Specification

Specialist Knowledge/ Qualifications	BA Degree in Art & Design or equivalent In-depth knowledge of a wide range of software applications and multi platforms, specifically Adobe Creative Cloud, Photoshop, Illustrator, Premier, Stop Frame animation, Digital imagery and basic photography skills
Relevant Experience	An understanding of FE level education and experience of working with students in a workshop or teaching environment
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice or activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems