

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Creative Code Specialist Technician (T+L)	Salary: £33,653 - £41,329
Contract Length: Permanent	Hours/FTE: 35
Grade: 4	Location: Elephant and Castle
Accountable to: Prototype, Image & Code Technical Coordinator	College/Service: London College of Communication

Purpose of Role:

To provide professional technical expertise, guidance and advice in the area of programming for the delivery of technical activities within the Prototyping, Image and Code Technical department at the London College of Communication, which supports students on a number of courses, including Interaction Design.

To provide support for student learning, informal and formal training and instruction, and the development of proficiency of programming languages and relevant platforms, tools and methodologies.

To contribute technically to student concept and supporting academic programs found within both the Design and Screen Schools at LCC.

Duties and Responsibilities

- To provide support and guidance in the use of programming languages and platforms.
- To support students in understanding the use of computational thinking and logic to realise art and design projects and solve complex problems using digital tools.
- To support students in producing screen-based and physical prototypes for interactive, audio, visual and kinetic experiences.
- To support students in the use of tools, techniques and practices related to or supportive of the practice of programming for example: use of APIs and other network-based protocols; managing and versioning code; simple hosting and server management; accessing and utilising open source code.
- To take responsibility for the day to day operation of technical areas at LCC, including the use of specialist software within the Prototype, Image and Code Technical Department.
- To supervise programming and coding activities across a range of courses, providing expert guidance and advice to students. Helping students to identify appropriate techniques, processes, and technical resources needed to meet required course learning outcomes.
- To provide feedback to Course Leaders, Technical Coordinators and Technical Managers regarding service levels and student requirements to ensure appropriate adaptations are made and contribute to the revision of standards of service delivery.
- To contribute, as a member of the Prototype, Image and Code Technical Team, based specifically in the Schools of Screen and Design, with the development of the technical resources and knowledge, including assisting curriculum planning, research and commercial

activities.

- To contribute and collaborate with Technical Team members, as required, to ensure the key priorities and levels of service are met successfully. To ensure compliance with Health and Safety requirements and support the hardware and software used in the Prototyping Lab and VR labs.
- 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 with Course meetings.
- To provide formal or informal sessions to students that may include demonstration, instruction with a process/technique, coaching with the development and proficiency of a particular skill, technique or process.
- To contribute to the project planning and delivery of exhibitions and events within the College.
- To work at an agreed level within the terms of the glossary of key terms (describing T & L relationships between Technicians and students). This may include workshops, directed learning and collaborations with other technical areas. This will include inductions into software and equipment for students using the Prototyping, Image and Code Technical Department.
- To continuously develop skills and knowledge in relevant areas through research and experimentation in order to maintain an understanding of the continuously evolving nature of programming.
- To diagnose and resolve problems of a highly technical, complicated nature, that involve research, testing and documentation of problematic scenarios.
- To undertake frontline maintenance and repairs, liaising with suppliers and contractors to meet statutory and recognised professional procedures and guidelines, as agreed with the Technical Coordinator and Technical Managers.
- To maintain a backup and archive system for digital work created by students.
- To liaise internally and externally with professionals and recognized practitioners and artists, attend conferences and exhibitions to share and develop ideas, knowledge and expertise that can be translated to support learning and research activities.
- To take responsibility for the maintenance of inventories, carrying out risk assessments and appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables
- To be involved with the design, production and development of appropriate teaching and learning materials to suit the stakeholder courses.

General

- 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
- To contribute to the planning and delivery of relevant exhibitions and events within the College.

Key Working Relationships:

- Head of Technical Resources
- Technical Resources Manager
- Prototype, Image and Code Technical Coordinator
- Technical Staff
- Suppliers and Industry Partners

Specific Management Responsibilities

Budgets: Access to Prototype, image and code local budgets

Staff: None

Other:

HERA Ref - SICOM Tech 3

Signed Christopher Purday, HoTR Date of last review 21st August 2017
(Recruiting Manager)

Job Title: Creative Code Specialist Technician
Grade 4

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> Degree qualification or equivalent preferably with a digital design/production or computing specialism such as Interaction Design, Interactive Media, Interface Design, Communication Design, Software Engineering, Computer Science or Electronics Engineering. <p>Skills essential for the role include:</p> <ul style="list-style-type: none"> Fluency in at least 2 established and current programming languages Excellent knowledge of tools, workflows and practices in programming Good knowledge of a code management platform (e.g. Git) and deployment practices for networked applications (hosting, DNS, etc) Good knowledge of industry standard graphical software for digital media production (Illustrator or Sketch) Good understanding of environments, operating systems & devices for software deployment. Good technical and operational knowledge of MacOS and Linux and Windows.
Relevant Experience	<ul style="list-style-type: none"> Experience of teaching and/or demonstrating equipment and techniques related to programming. Experience programming in at least 2 of the following areas: <ul style="list-style-type: none"> User interface development Networked applications (e.g. Web applications, Node.js) Games development (e.g. Unity) Physical computing (e.g. Arduino, Particle, Raspberry Pi) 2D/3D graphics rendering (e.g. Processing, p5.js, OpenFrameworks) Data visualization (e.g. D3.js) Computer vision Generative or parametric design Image & video manipulation (e.g. Max) Sound & audio generation (e.g. Ableton Live)

Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
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/research or scholarly 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