ual: creative computing institute

Job Title	Salary
2x Creative Code Specialist Technician (T+L)	£34,943 – £42,914
Contract Length	**Hours/FTE**
Permanent	35 (1.0 FTE)
Grade	**Locations**
4	Peckham Road, Camberwell
	Wilson Road, Camberwell
	Bonar Road, Camberwell
Accountable to	**College/Institute/Service**
Technical Coordinator	UAL Creative Computing Institute

Purpose of Role

The purpose of the role is to provide technical expertise, guidance and advice in creative coding, programming, and software development to students and staff at UAL Creative Computing Institute.

This includes providing support for student learning through both one-to-one and group teaching to enable them to develop proficiency in creative coding and related areas such as computer vision, machine learning, virtual reality, and games.

The role provides practical and administrative support across the institute towards the development and improvement of the technical area, supporting academic teaching, knowledge exchange and research staff, contributing towards the CCI Social Mission and CCI's events, and exhibitions programmes.

Duties and Responsibilities

- To provide support and guidance in the field of creative coding and related areas such as computer vision, machine learning, virtual reality, and games.

- To support students in producing screen-based and physical prototypes for interactive, audio, visual and kinetic experiences.

- To support students in understanding the use of computational thinking, technological scoping, logic and best practices to realise art and design projects and solve complex problems.

- To support students in the use of tools and techniques related to or supportive of the practice of creative coding, including but not limited to:
    - managing and versioning code
    - command line tools
    - working with open-source code and libraries
    - setting up development environments
    - scoping, designing, planning, and producing projects
    - problem solving and debugging
    - developing code to that interacts with physical hardware, online and local networks
    - rapid prototyping of new ideas in code

- To take responsibility for the day-to-day operation of the technical area, which may involve the following:
    - being available on site to assist with student queries
    - directing students to appropriate resources or other staff members

- o overseeing timetabling for bookable areas and loans of specialist equipment

  - o working with academic staff and students in classrooms

  - o monitor activities on site to keep people safe

- To deliver and supervise creative coding activities across a range of courses, providing expert guidance and advice to students, these may take the form of:

  - o teaching both one-off and ongoing workshops

  - o technical tutorial sessions

  - o inductions into software, equipment and processes for students using the technical area

- To provide feedback to technical management regarding service levels and student requirements and actively contribute to improving student experiences.

- To contribute, to the development of technical resources and knowledge, including assisting curriculum planning, research, and commercial activities.

- To collaborate with team members, as required, to ensure the key priorities and levels of service are met successfully.

- To ensure compliance with health and safety requirements through risk and COSHH assessments of equipment and materials used.

- To contribute to planning, development and delivery of learning activities supporting student learning and research.

- To provide 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 institute, including:

  - o assisting with setup and testing of supported projects for exhibitions

  - o liaising with academics, students and events teams regarding technical requirements, availability of equipment and health & safety considerations for shows and other events

  - o providing technical support and assistance with equipment for other events (e.g. open days, hosted meet-ups, conferences, after school club, etc…)

- To proactively contribute to UAL's Equality, Diversity and Inclusion focuses and CCI's social mission.

- To work at an agreed level within the terms of the glossary of key terms (describing teaching & learning relationships between technicians and students). This may include workshops, directed learning and collaborations with other technical areas. This will include inductions into software, equipment and processes for students using the technical area.

- To continuously develop skills and knowledge in relevant areas through research, experimentation, and professional practice projects to maintain an understanding of the changing and developing nature of the area of creative coding.

- To diagnose and resolve problems of a highly technical, complicated nature that involve research, testing and documentation of problematic scenarios.

- To identify and procure equipment and materials for the Creative Computing Institute, as agreed with technical, and the maintenance, repair and renewal of existing equipment where necessary.

- 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 for learning and research activities.

- To be involved with the design, production and development of appropriate teaching and learning materials by identifying developing areas of interest or need in specific relevant technologies amongst staff and students and working to revise existing workshops or write new ones as needed.

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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key Working Relationships

- Technical Coordinator/Manager

- University, College, and Institute staff

- Suppliers and industry partners

Specific Management Responsibilities

Budgets: Access to technical budget.

Staff: None

Other: Shared responsibility for safety of users and security of equipment and services in the immediate working environment.

Signed: Tom Lynch
                 Creative Computing Institute – Technical Coordinator
                 Recruiting Manager

Date of last review: 24/05/2021
Job Title: Creative Technology Specialist Technician (T+L)
Grade: 4

Person Specification	

Specialist Knowledge/ Qualifications	Degree or equivalent experience in a relevant field, such as:
	
	• Creative Computing
	• Computer Science
	• Computational Arts
	
	Skills essential to the role:
	
	• Demonstrable knowledge of computer science
	• Understanding of tools, workflows, and practices in programming
	• Fluency in the following programming languages:
	    ○ C, C++ or C#
	    ○ Python
	    ○ JavaScript (esp. Node.js, P5.js)
	• Experienced in working with Git version management
	• Supporting students and staff across platforms including Windows, macOS, Linux (esp. Ubuntu and Raspbian) GUI and CLI interfaces

Relevant Experience	Experience of teaching and demonstrating techniques related to programming. Experience in at least two of the following areas: • Creative Computing frameworks • Computer Vision • Machine Learning • Games & VR development Desirable experience: • Risk assessment • COSHH assessment • Swift development for iOS • Experience preparing work for installation/exhibition
Communication Skills	Communicates effectively orally, in writing and/or using visual media. Able to explain complex technical concepts to a mixed-ability and/or non-native English-speaking audience in an inclusive and accessible way.
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	Effectively plans, prioritises, and organises work to achieve objectives or projects on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience	Makes a significant contribution to improving the student experience to promote an inclusive environment for students or colleagues.
Creativity, Innovation and Problem Solving	Identifies innovative and creative solutions to resolve problems.

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