

JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Specialist Technician Digital Media - Animation	Accountable to: Technical Coordinator
Contract Length: Permanent	FTE/Hours: 0.6 FTE/21hrs
Salary: £36,532 - £44,865 pro-rata (£21,919.20 - £26,919 per annum)	Grade: 4
College/Service: Central Saint Martins	Location: Kings Cross
<p>Purpose of Role</p> <p>As a member of the Digital Media technical team, provide professional technical expertise, guidance and knowledge relating to digital making and animation, providing technical teaching, research and commercial activities.</p> <p>To contribute critical input to student concept and expressive/creative intention, including giving feedback to students and contributing to student formative assessments, with reference to appropriate learning outcomes of the course or project.</p> <p>To provide support for student learning, informal and formal training and instruction, and the development of proficiency of relevant platforms, tools and methods.</p> <p>The post holder will be responsible for specialist equipment and consumables usage and maintenance, in accordance with relevant legislation, health and safety policy and University policy. This includes the administration of systems, orders, bookings and maintenance records.</p> <p>Duties and Responsibilities</p> <p>Technical Delivery</p> <ul style="list-style-type: none"> To provide student facing technical support for digital making and animation area. Taking responsibility for the day-to-day operation and the students that work within the area. To contribute to the delivery of technical provision and specialist knowledge of 2D animation processes and software, video and sound editing workflows. 	

- Support the supervision of learning activities within the technical environment ensuring safe use and compliance with local rules and Health and Safety regulations. Providing expert guidance` and advice to students, helping students to identify and supply appropriate techniques, processes, materials, resources and equipment to meet learning outcomes.
- Co-ordinate technical activities (which may include co-ordination of other technical staff) to enable the technical area to operate effectively (e.g. timetabling, online resource booking, estore etc.). Co-ordinate allocated resources efficiently, ensuring continual availability of consumables and equipment. Collaborate with other staff across the disciplines as the role require to support the development and delivery of teaching and learning.
- To undertake or arrange planned maintenance and repairs liaising with suppliers and contractors to meet statutory and recognised professional procedures and guidelines. Perform routine housekeeping activities to keep all work areas in a safe, orderly and clean condition. Keep maintenance logs and records up-to-date.
- To assist in the planning, preparation, mounting and dismantling of exhibitions and other public events.

Teaching and Learning Delivery

- To contribute with the design, production and development of appropriate teaching and learning materials to suit areas of specialist activity and service delivery.
- To be responsible for inducting new users into the facilities, providing training on all aspects of use including health and safety. Provide formal or informal sessions to users that may include one or more of the following – induction, demonstration, instruction with a process/technique, coaching with the development and proficiency of skills, techniques and process.

Development

- Contribute, as a member of the technical team, with the planning and development of the area including the identification of learning needs, implementation of learning outcomes, research and commercial activities.
- Though continuous personal and professional development maintain a keen interest in technical developments that are relevant to the technical support of the academic programmes.

In addition to the above, the post-holder will:

- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- Undertake health and safety duties and responsibilities appropriate to the role
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto
- 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
- 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
- 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:

- Technical Recourse Managers, Technical Coordinator, Technicians, Course Leaders, Lecturers, Facilities, Suppliers Finance office, Estates.

Specific Management Responsibilities

Budgets: specific designated consumables budgets

Staff: General supervision of Assistant Technicians.

Other (e.g. accommodation; equipment): immediate working environment /technical facility / area and related equipment

Signed: Howard Taylor (Recruiting Manager) Date of last review: December 2018

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Grade: 4

Person Specification	
Specialist Knowledge / Qualifications	<p>Undergraduate degree in a relevant subject, or considerable relevant experience in a technical role demonstrating graduate equivalent skills</p> <p>Postgraduate degree in Design or associated discipline (desirable)</p>
Relevant Experience	<p>Experience of teaching and/or demonstrating techniques related to Digital Media - Animation</p> <p>Proven technical skills with experience of delivering technical expertise to similar academic programme(s)</p> <p>Advanced practical knowledge and hands-on experience in the use of</p> <ul style="list-style-type: none">• 2D animation, video and sound editing workflows• CelAction, TV Paint, ToonBoom, After Effects, Adobe Premiere, Audition• 360 video, 3D animation in Blender, Maya and/or Cinema 4D• and mixed reality workflows (desirable)
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media. Able to explain complex technical concepts to a diverse audience in an inclusive and accessible way</p>
Health and Safety	<p>An understanding of relevant policies, processes and legislation, including detailed knowledge of health and safety legislation</p> <p>IOSH qualification or similar Health and Safety qualification (desirable)</p>
Research, Teaching and Learning	<p>Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</p>

Working with others	Ability to work collaboratively and constructively with other technical and university colleagues to enhance student experience and outcomes
Planning and Managing Resources	Effectively plans, prioritises and organises work to achieve objectives or projects on time.
Student Experience or Customer Service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.
Creativity, Innovation and Problem Solving	Identifies innovative and creative solutions to resolve problems.

Last updated: December 2022