**ual:** university of the arts london

| JOB DESCRIPTION | |
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| **Job Title**: Digital Design Specialist Technician (T+L) | **Salary**: £20,595 - £25,293 (pro rata £34,326 - £42,155 |
| **Contract Length**: Permanent | **Hours/FTE**: 21 |
| **Grade**: 4 | **Location**: Elephant and Castle |
| **Accountable to**: Technical Coordinator Digital Teaching & Learning | **College/Service**: London College of Communication |

**Purpose of Role:**

To provide technical support, professional expertise, guidance and advice for students in the areas of 2D/3D computer aided design & modelling, digital illustration & graphic design for the delivery of technical activities within The Digital Space technical area.

To undertake informal and formal training and instruction of students through inductions, technical workshops and Open Access in the area of 2D & 3D CAD/CAM, digital illustration & graphic design software. The role will, as part of the Digital Teaching & Learning Technical Team, provide expertise in the area of digital skills and creative software.

To contribute to students' creative intention, including giving advice & feedback to students and contributing to student learning with reference to appropriate learning outcomes of the course or project.

Duties and Responsibilities

- To deliver workshops and technical talks for negotiated sessions and course activities in software such as AutoCAD, Rhino, Sketchup, Vectorworks, Adobe design packages and other software packages. Working alongside existing technical staff to enhance the digital skills provision available to students in the college.
- To demonstrate and provide high-level technical support in specialist software, including 1-2-1 support for students giving both technical and creative advice for student projects.
- Within the Digital Teaching & Learning Technical Team, to contribute to the day-to-day running of The Digital Space at the London College of Communication. This includes contributing to the technical staffing of The Digital Space, the use and booking of specialist facilities, specialist maintenance, and ordering of materials.
- To contribute, as a member of technical team, to the planning and development of the 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 and levels of service are met successfully, compliance with Health and Safety, maintenance and repairs of equipment, liaising with team members, the Digital Teaching & Learning Technical Coordinator and the Technical Manager.
- To provide teaching and learning at an agreed level, which may include timetabled technical workshops, inductions and demonstrations in a range of digital processes & techniques in liaison with academic teams and other technicians.
- 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 related to CAD, 3D modelling, digital drawing, digital illustration & graphic design.
- To contribute to learning support in other areas of the practical workshop provision as and when required.
- To contribute to the project planning and delivery of exhibitions and events within the College.
- To demonstrate a high level of independent responsibility for the diagnosis and resolution of problems and

creative/artistic challenges encountered with the execution of that work.

- To carry out detailed and extensive research to support the ability to diagnose and resolve problems of a highly technical, and possibly cross-disciplinary nature.
- 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/or Technical Manager.
- 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 responsibility for the maintenance of inventories, issuing equipment to staff and students, keeping appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables; this may include paper supplies, new equipment and consumables.
- To provide professional 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.

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

**Key Working Relationships**:

- Digital Teaching & Learning Technical Coordinator
- College Technical Manager/HoTR
- Digital Teaching & Learning Team
- Academic Staff
- Other LCC Technical Staff
- External suppliers

**Specific Management Responsibilities**

**Budgets**: Access to The Digital Space STZ

**Staff**: None

**Other** Immediate working environment

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Signed _____ Date of last review _____
         (Recruiting Manager

# Job Title: Digital Design Specialist Technician T&L          Grade 4

| Person Specification | |
|---|---|
| Specialist Knowledge/ Qualifications | • Degree qualification or equivalent industry experience preferably with a digital design/production background such as 2D/3D Design, Illustration, Graphic Design, Interactive Design, Data Visualisation<br><br>Skills essential for the role include:<br><br>• Excellent knowledge of creative software, including but not limited to:<br>   o **AutoCAD**<br>   o **Vectorworks**<br>   o **Rhino**<br>   o **Sketchup**<br>   o **Illustrator**<br>   o 3DS Max/Maya<br>   o InDesign<br>   o Photoshop<br><br>• Good overall knowledge of the Adobe CC suite, Autodesk & other products.<br>• Excellent knowledge of tools, workflows and practices in design and other disciplines such as moving image<br>• Understanding of relevant printing processes & techniques.<br>• General understanding of copyright and Intellectual Property issues related to graphic communication industries.<br>• Good understanding of environments, operating systems & devices. |
| Relevant Experience | • Experience of teaching and/or demonstrating equipment and techniques related to digital design, illustration and print production in FE/HE.<br>• Industry experience in related field.<br>• Experience of demonstrating software to large groups in a formal environment.<br>• Experience of supporting students on complex projects.<br>• Experience of planning learning sessions and producing digital and printed learning content to support the learning experience, catering for different types of learning abilities and styles.<br>• Some experience of other digital processes other than design, i.e. moving image and post-production.<br>• Understanding the health and safety requirements of working with students within a University |
| Communication Skills | Communicates effectively orally, in writing and/or using visual media. |

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| 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 |

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