

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Digital Media & Audio Specialist Technician	Salary: £34,943 - £42,914
Contract Length: Permanent	Hours/FTE: 35/1.0
Grade: 4	Location: Elephant and Castle
Accountable to: Technical Coordinator (Learning Technology Support)	College/Service: London College of Communication

Purpose of Role:

To provide professional technical expertise, guidance and advice and contribute to the delivery of academic activities within the area of Journalism including radio, podcasting and broadcasting facilities.

To provide informal and formal training and instruction, and the development of proficiency with specialist audio, broadcast and podcasting software and techniques, journalism production methods and technology.

To create and deliver workshops on audio and broadcasting related subjects such as: audio editing, mixing, voice recording techniques, podcasting, and post-production and support students on projects and assignments. Implement effective systems to facilitate blended and remote learning.

To provide specialist audio support within the Learning Technology Support team for other areas of the College, collaborating with the Learning Technology Support team to implement effective systems to facilitate blended and remote learning.

Duties and Responsibilities

- Work as part of the Journalism team within the Learning Technology Support strand, providing specialist technical support to students in the areas of radio, broadcast, podcasting and post-production sound work. Introduce students to industry techniques and practices.
- Train students in the safe and effective use of sound equipment, providing formal or informal training sessions where necessary. Supervise learning activities, providing expert advice and workshops in the use of sound software and hardware, engineering techniques and live radio broadcasting. Helping students to identify and supply appropriate techniques, processes, materials, resources, and equipment to meet learning outcomes.
- Work with academic teams across the Journalism Programme to plan and facilitate inductions for students across all years. This will include specialist software, radio room, podcasting and broadcast workshops. You will also work with the Learning Technology Support team to support live events and contribute to the delivery of student shows and college events where audio technology is involved.
- Work with other technical staff and academic teams in the allocation and use of specialist sound equipment for collaborative projects across the college.

- Provide feedback to the Technical Coordinator regarding service levels and student requirements across the programme. Ensure appropriate adaptations are made and contribute to the revision of standards of service delivery.
- Demonstrate a high level of independent responsibility for the diagnosis and resolution of problems and creative/artistic challenges.
- Contribute to the maintenance of sound equipment housed in the Kit Room and sound store.
- Carry out risk assessments and keep appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables, servicing and repair of equipment.
- Provide professional guidance and advice to the Technical Coordinator and assist with the commissioning of new equipment including the delivery and installation of equipment.
- Be involved in the design, production and development of appropriate teaching and learning materials to suit own specific areas of specialist activity and service delivery.

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 Dignity at Work 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 (2016 – 2022)
- 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:

- Head of Technical Resources
- Technical Resources Manager
- Technical Coordinator (Learning technology Support)
- Technical team
- Technical Staff
- Suppliers and Industry Partners

Specific Management Responsibilities

Budgets: Local STZ budget

Staff: None

Other: Immediate working environment

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Signed: Brendan Nobbs Date of last review: 16 July 2021_____
(Recruiting Manager)

Person Specification	
Specialist Knowledge/Qualifications	<p>Degree qualification or equivalent, in a relevant specialism such as sound recording, live sound, podcasting, radio broadcasting, video production.</p> <p>Excellent knowledge of analogue and digital studio techniques as used for radio broadcasting, and sound design, including software and hardware operations, microphone techniques, audio editing, mixing, voice recording, podcasting, and post production.</p> <p>Good knowledge of using a green screen studio, working with teleprompters, understanding how to use an AX40, working with mobile phone filming rigs. An understanding of Photoshop, After Effects, Premiere Pro, InDesign and other Adobe software.</p> <p>Expert knowledge of Pro Tools, Logic Pro, Adobe Audition, radio broadcasting and podcast production.</p>
Relevant Experience	<p>Experience of teaching and or demonstrating sound equipment and techniques related to sound recording, post-production and radio broadcasting and journalism.</p> <p>Experience of providing inductions, creating and running workshops on audio and broadcasting related subjects.</p> <p>Experience of developing and implementing online systems to facilitate blended and remote learning.</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates within 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

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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria