

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Technician (Animation)</b>
<b>Ref No:</b>	<b>ACI187</b>
<b>Campus:</b>	<b>Hendon</b>
<b>School:</b>	<b>Arts and Creative Industries</b>
<b>Grade:</b>	<b>Grade 6</b>
<b>Starting Salary:</b>	<b>£36,591 per annum inclusive of Outer London Weighting rising to £41,814 per annum incrementally each year</b>
<b>Hours:</b>	<b>35.5 hours per week, actual daily hours by arrangement</b>
<b>Period:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>Technical Manager</b>
<b>Reporting to Job Holder:</b>	<b>None</b>

### **Job Summary:**

To provide and deliver technical expertise and knowledge relating to animation and 3D animation with a strong emphasis on providing specialised guidance to enable students from range of programmes to achieve learning outcomes.

The postholder will lead range of projects, demonstrating and instructing in advanced techniques to enhance both teaching and practical applications within the relevant specialism.

### **Overall Purpose:**

To deliver technical expertise, guidance and specialised demonstrations to students and staff to enhance teaching, learning and research.

The job holder will operate with a degree of autonomy within the parameters of the academic and research programmes and be accountable for core aspects of the overall running and the efficient operation of the digital Animation and 3D Animation technical facilities.

### **Principal Duties:**

#### Teaching Delivery/Training/Commitment

- Provide specialist guidance to students and staff about use of technical equipment / facilities, to help them link their conceptual ambitions to practical realisation
- Enhance and review the skills of students and provide constructive criticism/feedback
- Contribute to the development of academic programme(s) from a technical perspective
- Represent the technical team in relevant internal meetings to link technical activities to academic planning
- Design, deliver inductions with detailed health & safety and technical component

#### Technical, Administration and Resource Co-ordination

- Co-ordinate key technical activities (which may include co-ordination of other technical staff) to enable the technical area to operate effectively e.g. student training programme or scheduling
- Co-ordinate allocated resources efficiently, ensuring continual availability of consumables and (if applicable) loan equipment

### Health and Safety

- Co-ordinate key health and safety processes and make an active contribution to the development and implementation of Health and Safety policy within own area e.g. provide induction to Health & Safety (H&S), instructions on machinery and equipment use and maintain H&S records

### Customer Service

- Resolve the most complex technical enquiries within the parameters of the existing technical infrastructure. The post holder will work closely with other technicians, to provide a flexible service to students and staff

### Projects

- Design and lead independent investigations e.g. to test and develop new equipment, infrastructure, software or materials
- Deliver technical projects that provide specific technical support to teaching or research programmes, contributing to project scoping and design, and ensuring delivery to cost and time requirements

### Expertise Development

- Mentor colleagues to develop their technical capabilities and understanding e.g. linkage between technical activities and academic programme

### Additionally

- Carry out any other duties as commensurate with the level of the post
- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested
- The postholder will actively follow Middlesex University policies including Equality & Diversity policies
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder

## **PERSON SPECIFICATION**

### **Job Title: Senior Technician (Animation)**

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

#### **Education/Qualifications**

##### **Essential:**

- Educated to degree level in a relevant technical subject, or relevant experience in a technical role demonstrating graduate equivalent skills

##### **Desirable:**

- A postgraduate or professional qualification in a relevant technical discipline
- Post Graduate Certificate in Higher Education (PGCHE)

#### **Knowledge, Skills and Experience**

##### **Essential:**

- An understanding of emerging technologies and their implications for the professional practice
- Proven technical skills in Animation and 3D Animation with experience of delivering technical expertise to similar academic programme(s)
- Advanced practical knowledge of relevant animation and audio visual production techniques including computer generated (CG) animation, 3D animation, traditional 2D animation and stop motion
- Proven skills of industrial standard software relevant to animation, video production and sound design including Maya, After Effects, Photoshop, TV Paint, Dragon Frame-Stop Cinema 4D & Adibe After Effects
- Proven skills with digital single-lens reflex (DSLR) and Digital Video (DV) photographic techniques and photography lighting techniques.
- Experience in managing and operating both PC and Apple Mac workstations, including associated peripherals like graphics tablets and Cintiqs

##### **Desirable:**

- Advanced practical knowledge of sound recording practice and techniques
- Advanced practical knowledge of file and video post-production practice and techniques

#### **Teaching**

##### **Essential:**

- Understanding of good professional practice in learning and teaching
- Commitment to providing a high quality experience for learners

#### **Working with Others**

##### **Essential:**

- Ability to work independently and also collaboratively and constructively with other technical and university colleagues to enhance student experience and outcomes
- Ability to clearly communicate technical concepts to students
- Demonstrable commitment to fairness and the principles of equality and inclusion

## **Health and Safety**

Essential:

- An understanding of relevant policies, processes and legislation, including detailed knowledge of health and safety legislation

Desirable:

- Institution of Occupational Safety and Health (I.O.S.H) or similar safety qualification

## **Equality Diversity and Inclusion**

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion.

## **MU Services Limited**

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

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**Annual Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

## **Parking at Hendon Campus**

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. Further details are available on the Travel and transport page on the staff intranet. *Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

## **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

## **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

**What Happens Next?**

**If you wish to apply for this post please return to the portal and click on Apply Online.**

If you wish to discuss the job in further detail please contact Daniel Sosnowski, Head of Technical and Teaching Resources, by email on: [D.Sosnowski@mdx.ac.uk](mailto:D.Sosnowski@mdx.ac.uk)