**ST MALACHY’S COLLEGE**

**36 ANTRIM ROAD**

**BELFAST**

**BT15 2AE**

**JOB DESCRIPTION**

**POST TITLE:** CREATIVE TECHNOLOGIST (2 Year, Full-time Post)

**LINE MANAGERS :** CREATIVE TECHNOLOGY LEADER (CTL) and BURSAR

**JOB PURPOSE:**

St. Malachy’s College is pioneering a new creative industries skills development programme in their new Centre for Creative Technologies & Learning (CCTL). It represents a significant investment in a new digital skills development facility at the College. We now need to employ a highly creative, digitally competent individual to support our ambition. You will be someone who has a broad interest in creative technology. You will understand gaming, game engines, Augmented and Virtual Reality, and have a good knowledge of creative softwares like Adobe, Unreal Engine and Google Workspace, or have the ability to acquire this knowledge quickly. You will also have the ability to understand how the hardware, software, and resources in this type of facility could be used and maximised to enhance the teaching and learning of creative digital skills, and deliver training to staff. You will manage, maintain and develop all aspects of the Creative Technology infrastructure, including the network ensuring that it is of high quality, safeguarded, and fit for purpose.

This is an exciting opportunity to work in a pioneering centre in support of the digital skills education of thousands of young people and within the North Belfast Area Learning Community and beyond, and a chance to inspire the next generation of young creatives.

**MAIN DUTIES AND RESPONSIBILITIES**

**1. DIGITAL CURRICULAR DEVELOPMENT, TRAINING AND ASSISTANCE**

· Support the CTL in the development and implementation of a new Digital Curriculum which integrates elements of Gaming, Coding, VR and AR at a level appropriate to secondary students.

· Support the CTL in the development and implementation of the effective use of digital technology and equipment such as VR, AR, iPad and internet apps, Touch Screens, Green Screens, Video and Audio equipment and Google Workspace to enhance current teaching and learning across the Curriculum.

· Support the development and delivery of training in hardware and software such as Unreal Engine, Adobe and Google Workspace.

· Assist with the preparation of the CCTL for lessons, after-school clubs and open nights ensuring the equipment is in good working order.

· Help staff with operational and technical problems pre, during and post lessons, related to both hardware and software for a range of uses.

· Facilitate extra-curricular activities such as ESports to inspire students and promote the use of the CCTL to other Educational institutions.

**2.**  **PROVISION AND MAINTENANCE OF CCTL FACILITIES AND RESOURCES**

· Advise and assist with the installation and ongoing support of all Digital hardware including PCs, robotics, iPads, interactive touch screens, video, audio and VR equipment.

· Monitor and maintain compliance of software licences.

· Ensure that the CCTL infrastructure is maintained in good working order and that its use is optimised to support its ongoing development.

· Develop & maintain hardware and software asset inventories.

· Develop relationships with third party service providers, negotiate service levels and coordinate repair of digital equipment.

· Deploy and update hardware and software in the CCTL.

**3.** **PROVISION AND MAINTENANCE OF DIGITAL HUB NETWORK**

· Assist the planning, design, specification and installation of the CCTL network systems.

· Liaise with managed service providers as required on changes to the CCTL infrastructure**.**

· Monitor internet use across the system, setting security levels for students and staff.

· Assist with any investigation into reported cases of viewing unacceptable content and identification of personnel involved.

· Manage and monitor online activity, taking appropriate action on discovery of offensive behaviour.

· Help enable staff and students to reset passwords and log into the devices in the CCTL.

· Assist in reviewing and updating the College’s e-safety policy.

**4.** **RECORDS AND ADMINISTRATION**

· Assist the College IT Manager, alongside the CTL, ensuring good communication between C2K, external service providers and the College.

· Develop comprehensive CCTL system documentation to aid and support the College.

· Record and review support records (help desk), taking a proactive approach to problem management and preventative maintenance.

· Develop and ensure smooth operation of the booking system for the CCTL facilities.

· Catalogue, update and maintain a software library and an inventory of all Digital hardware in the CCTL.

· Comply with the requirements of the Data Protection Act and Copyright Laws, Computer Misuse action and Health and Safety at Work Act.

**5.** **HEALTH & SAFETY**

· Conduct all activities in a manner that is safe to yourself and others.

· Be aware and act in accordance with College Health & Safety Policy.

· Establish a proactive approach to the management of health, safety and welfare and encourage a positive culture for addressing health and safety issues.

**6.** **OTHER DUTIES**

· Proactively seek opportunities for development of the CCTL. The post holder will be expected to maintain an awareness of Digital developments and attend relevant CPD in order to ensure the currency of Digital services in the College.

· Participate on forums, working groups or committees as required (eg e-Safety)

· Contribute and advise on formulation, review and implementation of policies and procedures linked to Digital technology.

Carrying out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading may be assigned by the Principal and Line Managers from time to time.

**WORKING HOURS:**

Monday to Thursday: 8.30 am – 4.45 pm

Fridays: 8.30 am to 4.15 pm

Morning tea break: 15 mins

Lunch: 45 mins

**Summer-time working hours (from 1 July to date pupils return in late August)**

Monday to Thursday: 8.30 am – 3.45 pm

Fridays: 8.30 am to 2.45 pm

**SALARY:**

Salary band NJC 19 to 25 (£25,927 to £30,095). Salary placement dependent on skills and experience.

**PENSION**

Northern Ireland Local Government Officers’ Superannuation Scheme (NILGOSC).

**REQUIREMENTS:**

**Essential Criteria:**

1. A Degree/HND/HNC or equivalent in computing, 3D animation, games design, virtual reality or a relevant area OR 3 years’ experience working in a similar creative digital role, which should involve managing, supporting, troubleshooting networks and devices.

2. A digitally competent individual with a good working knowledge of a range of hardware such as Windows PCs, Chromebooks and Mobile devices.

3. A good working knowledge of Active Directory and at least one of Google Workspace, Microsoft 365, or macOS.

4. Good communication skills and the ability to work with staff, students and other stakeholders.

5. Enthusiastic, hardworking, a willingness to learn and good initiative.

**Desirable Criteria:**

1. Experience with at least two of Coding, Games Development, Robotics, Digital Media, Adobe Creative Suite or Virtual Reality.

2. An understanding of the current Digital curriculum or use of technology in the Classroom.

3. A demonstrable working knowledge of C2K Systems.

*Criteria may be enhanced for short listing purposes.*