**ST MALACHY’S COLLEGE**

**36 ANTRIM ROAD**

**BELFAST**

**BT15 2AE**

**JOB DESCRIPTION**

**POST TITLE:** CREATIVE DIGITAL TECHNOLOGIST (2 Year Post)

**RESPONSIBLE TO:** The College Principal through the Line Managers

**Line Managers :** Creative Digital Technology Leader and Bursar

**JOB PURPOSE:**

The College is currently in the process of designing and building a sector leading Creative Digital Learning Hub. The Hub aims to develop the digital and creative skills of students and staff across the College and Area Learning Community by creating a culture of innovation and creativity in a central space that can leverage the very best in technology. The Hub will be equipped with a gamification and robotics arena, and collaborative, interactive areas for teaching and learning including the use of Virtual and Augmented Reality. The Hub, with its support for gaming, coding, programmable devices, AI, VR & AR across a range of platforms, will be integral to the development of St Malachy's College as a centre of excellence for digital skills development in North Belfast. In addition, the Hub will play a key role in forging links with industry and academia to create maximum opportunities for its students in the creative and digital space.

The post holder will be a technology-focused professional and a key member of the Digital Technology Team, directing the team on how digital hardware, software, and resources can be used, maximised and enhanced in order to enhance the teaching and learning of digital skills within the College and ALC. They will play a central role in the development of staff and student digital skills, delivering training to staff on the software used and providing ongoing support for the leadership, development, and implementation of a new Creative Digital Skills Strategy in St. Malachy's College.

The post holder will manage and maintain all aspects of the Digital Hub network, ensuring that it is of high quality, safeguarded, secure and fit for purpose. They will ensure the technical setup, development, management and maintenance of the Creative Digital Hub infrastructure in order to maximise the facilities available across the College.

**MAIN DUTIES AND RESPONSIBILITIES**

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

· Support the CDTL and other staff in the development and implementation of a new Digital Curriculum which integrates Unreal Engine, Minecraft Education, Coding, AI, VR and AR.

· Support the CDTL 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 Apps for Education to enhance current teaching and learning across the Curriculum.

· Support the development and delivery of bespoke training in hardware and softwares such as Unreal Engine, Adobe and Google Apps for Education.

· Assist with the preparation of the Digital Hub 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 Digital Hub to other Educational institutions.

· Support the CDTL in the development of industry and academic links that relate to gaming, coding, AI, VR and AR within education.

**2.**  **PROVISION AND MAINTENANCE OF DIGITAL HUB FACILITIES AND RESOURCES**

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

· Monitor and maintain compliance of software licences.

· Ensure that the Digital Hub 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, coordinate repair of digital equipment and undertake regular account management ensuring value for money.

· Deploy and update hardware and software in the Digital Hub.

· Lead and manage the roll-out of Mobile devices within the Digital Hub or any similar systems, providing technical assistance where necessary.

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

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

· Management of the structured cabled environment of the Digital Hub network**.**

· Liaise with managed service providers as required on changes to the Digital 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 Digital Hub.

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

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

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

· Develop comprehensive Digital Hub 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 Digital Hub facilities.

* Procure, implement, and manage a new visitor registration system.

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

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

* Assist in the preparation of funding applications, tender documentation and any associated reporting.

**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 Digital Hub. 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 eSafety)

· 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

**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

You will receive a 15-minute tea break in the morning and 45 minutes for lunch.

**SALARY:**

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

**OVERTIME:**

An element of overtime is expected within the post, particularly concerning the setup for key scheduled events within the school year. No additional pay or time off in lieu will accrue on these occasions. You may however be required to do other additional overtime from time to time that does not relate to scheduled events. On these occasions, upon agreement with the Bursar, you will receive equivalent time off in lieu of overtime worked.

**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, VR or a relevant area OR 3 years’ experience working in a similar digital role, which should involve managing, supporting, troubleshooting digital networks and devices.

2. A good working knowledge of Windows devices, MACs, Chromebooks and Mobile devices including iPads and App Deployment.

3. A good working knowledge of Windows admin and deployment, Game Engines, VR, Google Workspace, Microsoft 365 and macOS.

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

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

**Desirable Criteria:**

1. Experience with at least two of Coding, Coding IDEs, Games Development, Robotics, Digital Media or VR

2. A demonstrable working knowledge of C2K Systems and iOS devices.

3. Experience in using an MDM platform for device and app deployment

4. An understanding of the current Digital curriculum and knowledge of where the Curriculum is heading.

*Criteria may be enhanced for short listing purposes.*