

Job Description and Person Specification

Last updated: July 2022

JOB DESCRIPTION

Post title:	3D Specialist		
Standard Occupation Code: (UKVI SOC CODE)			
School/Department:	Library and the Arts		
Faculty:	Student Experience Directorate		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	MSA 5 Head of Digital Scholarship		
Posts responsible for:	MSA 3 Learning Technologist		
Post base:	Office-based		

Job purpose
The post holder will contribute to the creation and development of substantive new digital scholarship service in the area of Extended Reality (XR). This role will support the library with a variety of recording methods (e.g. Structural Light scanning, Photogrammetry, RTI, 360 videos, 4D) and the development of innovative interactive experiences that will effectively increase engagement and access to the Library and University collections.

Key accountabilities/primary responsibilities	% Time
1. Develop strategies, promoting, delivering and evaluating sustainable approaches to the digital recording of the library and university collections through: - Application of professional knowledge of a variety of recording methods (e.g. Structural Light scanning, Photogrammetry, RTI, 360 videos, 4D) ensuring that approaches are quality assured and technically sound, managing resources effectively - Development of scalable innovative solution to increase the accessibility of the library and university collections based on expert knowledge sharing best practice and re-purposing where appropriate	25 %
2. Develop strategies and approaches to the creation of engaging XR experiences through: - Development of innovative interactive storyboard using a variety of media (including the use of 3d models, digital tours) to maximise accessibility and the engagement with the Library collections. - Designing, developing, promoting, delivering and evaluating innovative sustainable and scalable XR experiences based on expert knowledge sharing best practice and re-purposing where appropriate	25%

4.	Contribute to services, including expert individual consultations on digital heritage and digital scholarship topics (e.g. creation and application of tools to increase engagement, virtual/mixed reality, data visualisation, and image and sound manipulation); leading innovative practice in digital heritage approaches by investigating developments in research, education and recording/engagement technique and working in partnership with academic and professional services colleagues.	15 %
	Manage and contribute to fixed term institutional projects (as appropriate), including externally funded projects with national project partners, negotiating with stakeholders and ensuring requirements are delivered to timescale.	10 %
5.	Support the development of library policy, planning and strategy by providing expert review and reporting in specialist areas of responsibility, identify new opportunities, and work collaboratively with colleagues from other teams on planning and implementing agreed changes.	10 %
6.	Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback.	5 %
9.	Actively engage in a range of training and development opportunities and to be an active participant in developing skills and knowledge, engaging with the wider team and the University.	5 %
10	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
Library senior management Other members of the department/University staff (E.g. Digital Learning Team, Digital Humanities) External suppliers (e.g. archive management systems) Relevant professional contacts (e.g. other HEIs, professional networks) End users (staff and students)

Special Requirements
Additionally the post holder will be required to: • Show personal commitment to the values of the service: excellence, creativity, community and integrity • Demonstrate commitment to maintaining knowledge and awareness of the information and higher education environment through continuing personal and professional development • Fulfil the responsibilities for employees and managers set out in the University Health and Safety Policy and associated procedures • Demonstrate commitment to equality and diversity Post holders may be expected to work at various UK campus locations to support the delivery of their role (e.g. when needed to access collections located at a specific UK campus). There may be occasions where you may be required to work outside of your normal working hours (e.g. Open days or Visit Days as per the university Calendar).

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification in the area of Digital Art, Game Design, Heritage related subjects (e.g. Digital Humanities, Archaeology, History) or other relevant subject. Understanding of how the 3D recording and engaging XR experiences provided by the post-holder support the objectives of the University. Able to apply an awareness of principles and trends in 3D recording and engaging XR experiences and how this affects activities in the University. Knowledge of how to use 3D modeling, texture mapping, and other techniques to create engaging graphics, visual effects, and animations. Excellent creativity and artistic skills. Understanding of composition, realism, texture, colour, and lighting. Able to maintain updated industry knowledge of tech development and trends in 3D recording and engaging XR experiences	A strong portfolio of previous work and completed projects in heritage for education and research purposes. Previous experience of working with Heritage and Higher Education institutions. Experience of AR/VR development. Experience with UI/UX. Knowledge of Reality Capture, Metashape or equivalent. Strong working knowledge of industry-standard software, including 3ds Max, V-Ray, Sketch Up, Unity, Unreal or equivalent.	Application / Portfolio / Interview
Planning and organising	Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.	Experience of successful project management of heritage content.	Application / Interview
Problem solving and initiative	Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.		Application / Interview
Management and teamwork	Able to proactively work with colleagues in other work areas to achieve outcomes. Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork. Able to formulate development plans for own staff to meet required skills.	Experience of successfully managing and developing staff.	Application / Interview
Communicating and influencing	Able to provide accurate and timely specialist guidance on complex issues. Able to use influencing and negotiating skills to develop understanding and gain co-operation.		Application / Interview
Other skills and behaviours			
Special requirements	Ability to travel to another UK University Campus as required		

JOB HAZARD ANALYSIS

Is this an office-based post?

☒ Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
☐ No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			