

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

We are proud to have been a Two Ticks employer since August 2008 and, as part of our commitment to this scheme, we guarantee an interview to any candidate with a disability who meets the essential criteria for the post. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 05 February 2017

Interviews are planned for: 24 February 2017

Produced by:
Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk



JOB DESCRIPTION – Job ref REQ00397

Job Title and Grade:	Media Centre Technician (Technical) Grade 6
Contract:	Permanent, full time
Hours:	36 hours per week
Salary:	£25,298 - £28,452 per annum
Department/Section:	IT Services
Responsible to:	Director of IT Services
Reports on a day to day basis to:	Media Centre Manager
Responsible for:	Part time staff for defined periods of the year
Purpose of job:	Helping to ensure The Media Centre (TMC) delivers high quality video and audio production as well as supporting the provision of professional, high quality equipment for Academic Departments.

Duties of the Post:

The main duties of the post will include:

Strategy and Planning

1. Contribute to the development and review of TMC service provision under the guidance of The Media Centre Manager.
2. Assist in plans for the growth of TMC over the next five years

Service Development & Delivery

3. Participation in technical demonstrations and workshops.
4. To provide first line technical support to academic departments which require the use of TMC facilities.
5. Maintain, manage and operate the equipment and the online booking system associated.
6. Provide assistance to student, staff and visitors with routine activities including an equipment loans service to students and staff, as well as offering advice and support in the use of cameras and audio visual equipment.
7. Running and operating the loans desk system including checking, issuing and storage of a broad range of equipment.
8. Carry out post-production editing of filming projects ensuring that the project is delivered in correct media format i.e. DVD or web based video.
9. Assist in delivering operational support for outside broadcasts and special events in a multi-platform environment such as Graduation and Streamed Lectures.
10. Liaise closely with staff in Learning and Development to assist in providing advice, guidance and professional development opportunities to academic staff through effective use of technology to enhance students learning.
11. Assist in the planning process for outside broadcasts (OBs) and special events by advising on appropriate resource levels, technology and support required.

Team Work and Motivation

12. To assist in the management and delivery of film projects that TMC undertake with the ability to work collectively as a team as well as the ability to carry out individual tasks work under own initiative.
13. To support academic colleagues and students to ensure there is adequate equipment available on a day-to-day basis and that equipment is in good and safe working order.
14. To carry out project administration including accurately providing quotations and invoices in accordance with TMC standard rates of work and in collaboration with other TMC staff.
15. To manage any Media Centre student assistants, Frontrunners, interns or “as and when” staff who may be assigned work in TMC including contributing to the review of roles and responsibilities, appraisal and review, training and development and recruitment.

Communication and Collaboration

16. Provide regular communication to staff and students in order to keep them informed of the latest developments relating to Infrastructure Systems.
17. Liaise closely with clients ensuring that TMC can meet their needs to a high professional standard.

Investigation, Analysis and Research

18. Monitor stock levels and under the guidance of The Media Centre Manager assist in the ordering of stock and research new products.
19. To be proactive in the support provided to University students ensuring that industry knowledge and expertise are passed on and demonstrated where necessary.
20. Keep abreast of new developments and approaches, good practice across the sector, benchmarking and contributing to networks.

Other

21. Contribute to projects and developments within the Media and ICT Development Division
22. Participate in staff development activities and develop new skills and awareness to meet the changing needs of the service.
23. Any other duties as may be assigned from time to time by the Director of IT Services or his/her nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

January 2017

PERSON SPECIFICATION

JOB TITLE: Media Centre Technician (Technical)

Qualifications /Training

	Essential	Desirable
▪ An Honours Degree or equivalent level experience in multimedia.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Specialist qualification or equivalent relevant professional experience in a professional multimedia environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Foundation certificate in ITIL.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ In-depth knowledge of IT hardware and software used in multimedia.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Highly developed IT skills in audio and video production.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Creation of PC images for mass deployment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An understanding of TCP IP networking skills used in deployment of servers and workstations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Installation, support and maintenance of audio and vision mixers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Installation, support and maintenance of IT Equipment for open access lab environment	<input checked="" type="checkbox"/>	
▪ Previous experience of providing technical support as a Technician or similar role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A talent for creative flair and portfolio of successful work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge and experience of working in higher education.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of recording studios and working with digital audio and analogue technology.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Wide experience of working with digital material for broadcast, web and DVD use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience with working with clients and partners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Multimedia project management experience in coordination of video shoots.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of managing and motivating staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of operationally managing TV/Radio studios with inexperienced users.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in studio set ups and lighting.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in filming in variety of locations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of Online booking systems or databases.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Able to manage group and individual disk allocation of server disk arrays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to monitor and manage the health and performance of servers required for multimedia applications and productions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Competent in using a wide range of video & audio editing software including Adobe Creative Suite and AVID Media Composer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

▪ Excellent all-round ICT skills including MS Windows and Office applications and MacOS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent camera operation skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability and commitment to work as part of a team with good interpersonal skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of the needs of those working and studying in a higher education environment.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ An ability to run an efficient digital workflow of material	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent written and oral communication skills including the ability to communicate effectively and considerately with non-technical staff or students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to prioritise a complex workload and work accurately both independently or as part of a team and the ability to work in a busy environment with the minimum of supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A strong technical, practical and theoretical knowledge of the capabilities of digital/analogue audio and video production hardware and software, and a knowledge of up-to-date trends and practices within the media production market.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent problem solving ability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Extensive expert knowledge of sound manipulation and editing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to embrace and understand new technology and where appropriate integrate it into the service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A strong commitment to customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good administrative skills and attention to detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A genuine desire to support students in their learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work unsociable hours on an ad hoc basis including weekends and evenings	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

January 2017

Additional Information

IT Services

You can find more information about the department at the following link <https://www.essex.ac.uk/it/>

General information

Informal enquiries may be made to Luke Fitch, Media Centre Manager (telephone: 01206 876805 e-mail: lfitch@essex.ac.uk). However, all applications must be made online.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy

January 2017