

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

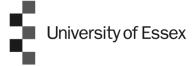












JOB DESCRIPTION - Job ref REQ00397

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	
	, and the second	
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.	
	- Dopartinonia	

Duties of the Post:

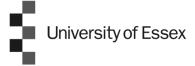
The main duties of the post will include:

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.
- 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

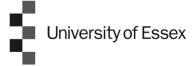
- 21. Contribute to projects and developments within the Media and ICT Development Division
- 22. Participate in staff development activities and develop new skills and awareness to meet the changing needs of the service.
- 23. Any other duties as may be assigned from time to time by the Director of 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.		
•	Specialist qualification or equivalent relevant professional experience in a professional multimedia environment.	\boxtimes	
•	Foundation certificate in ITIL.		\boxtimes

Experience/Knowledge

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

Skills/Abilities

		Essential	Desirable
•	Able to manage group and individual disk allocation of server disk	\boxtimes	
	arrays.		
•	Able to monitor and manage the health and performance of servers	\boxtimes	
	required for multimedia applications and productions.		
•	Competent in using a wide range of video & audio editing software	\boxtimes	
	including Adobe Creative Suite and AVID Media Composer.		



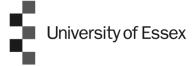
 Excellent all-round ICT skills including MS Windows and Office applications and MacOS. 	\boxtimes	
Excellent camera operation skills.	\boxtimes	
The ability and commitment to work as part of a team with good interpersonal skills.	\boxtimes	
 Understanding of the needs of those working and studying in a higher education environment. 	\boxtimes	\boxtimes
An ability to run an efficient digital workflow of material		
 Excellent written and oral communication skills including the ability to communicate effectively and considerately with non-technical staff or students. 	\boxtimes	
 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. 	\boxtimes	
 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. 		
Excellent problem solving ability.	\boxtimes	
Extensive expert knowledge of sound manipulation and editing	\boxtimes	
 Ability to embrace and understand new technology and where appropriate integrate it into the service. 	\boxtimes	
A strong commitment to customer service	\boxtimes	
Good administrative skills and attention to detail.	\boxtimes	

Other

		Essential	Desirable
•	Ability to meet the requirements of UK 'right to work' legislation*	\boxtimes	
•	A genuine desire to support students in their learning.	\boxtimes	
•	Ability to work unsociable hours on an ad hoc basis including weekends and evenings		\boxtimes

^{*}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