

# Job Description

**Job title:** Senior Technician

**Reports to:** Technical Team Manager/Senior Technical Manager

**School:** Art and Media

**Grade: 4**

## Purpose of the role

Technical staff are fundamental to the operation of the School and the University. Working alongside the academic team and wider technical team , you will prepare and undertake technical demonstrations, inductions, and instructions for students and staff in your area, for learning and teaching and for research and knowledge exchange. You will provide professional advice to all staff and students and contribute to the development of new and innovative techniques.

You will set up and maintain specialist learning spaces and set models of good practice and ensuring the readiness of resources and equipment. You will ensure that work is conducted safely, and that current health and safety guidelines are adhered to in your area.

In a wider context, as a valued member of the technical team, to provide general support to the wider school as required and assist technical colleagues at times of increased demand.

## Main areas of responsibility:

* To prepare and set up specialist materials, equipment, facilities, for practical classes, outreach sessions and exhibitions where appropriate; working to deadlines and set standards and to ensure all material, equipment and facilities are left in a tidy, clean, and safe state after the session;
* To supervise and support students and staff activities in the correct usage of equipment and facilities including the provision and delivery of a full range of techniques on a range of topics within identified area(s);
* To facilitate an equipment loan service for staff and students, maintaining accurate records and reporting any issues and defects to the line manager;
* To maintain, examine, check and where appropriate calibrate, equipment in line with the maintenance schedule and report any deficiencies to the line manager;
* To proactively monitor and take responsibility for consumables following established ordering procedures to ensure adequate resources are available to meet work requirements.
* To proactively ensure all practices and procedures are carried out in accordance with current Health and Safety regulations, maintain accurate documentation and report any issues to the line manager.
* To assist in the safety, security, organising and maintaining of the facilities and work environments, and to assist in the safe disposal of all waste.
* To cover as appropriate, for other members of the technical services team as directed by your line manager.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * A working knowledge of Health and Safety and it’s relevance to operational procedures **(A,I)**
* Listens well and is diplomatic and committed to maintaining appropriate levels of confidentiality **(I)**
* The ability to plan, prioritise and organise work to achieve objectives on time with a systemic and analytical approach **(A,I)**
* The ability to work proactively without supervision, recognising the need to report matters to the Technical manager when necessary. **(I)**
* Ability to work collaboratively in a team or on own initiative. **(I)**
* Computer skills including database software and Microsoft office. **(A,I,E)**
* Good communication, presentation and interpersonal skills **(A,I)**
* Able to use initiative to resolve problems and provide relevant expert advice and guidance. **(I)**
* The Skills and Ability to run, on a day to day basis, a Media loan Store and the in-house online booking system. Ensuring there is sufficient stock to cover issuing peaks. Provide information on which source of equipment is required **(A,I,E)**
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| **Qualifications** |
| * Minimum of GCSE/T Level/A level or relevant qualification in subject film media or photgraphy or relevant practical experience. **(A)**
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| **Experience** |
| * Demonstrable experience of providing technical support **(I)**
* Experience of being able to effectively communicate clearly with people from many diverse backgrounds. **(A,I)**
* Experience of designing and delivering one-to one or group training and devising and implementing efficient procedures **(I)**
* Able to support and motivate students in the technical aspect of their discipline. **(I)**
* Experience of issuing, taking back and maintaining film, photographic, and sound recording equipment that is to be used in classes and on-location**.** Ensuring that all damage and malfunctions are recorded and reported **(A,I)**
* Experience of providing a repairs, service and maintenance for the equipment seeking expert advice from manufacturers or other areas where necessary. **(A,I)**
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| **Physical demands and/or other requirements** |
| * The role holder will need the ability to carry out the physical requirements of the role including some lifting, accessing and preparing of work areas and manipulation of a range of equipment efficiently and effectively. **(A)**
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **March 2024**