



## **Further Particulars**

### **AV Technical Services Manager (part time)**

**(Ref 900401)**

We have an exciting opportunity for an Audio Visual Technical Service Manager to develop, maintain and support a high quality and professional audio-visual service to College members and customers, working with a broad range of technologies and users. As this is a new position there is plenty of scope to develop the equipment, procedures and use of AV around the College and would suit someone who has already gained experience in the field and is looking to expand into a broader role. Key to this role is the ability to engage proactively with members of the College at all levels and excellent verbal and written communication skills are therefore a vital part of the skillset required. As important, we are looking for a well-organised individual who reacts well under pressure and has the ability to work to tight deadlines.

You will liaise with the IT team, the Conference and Events Manager and his team, College staff and academics and external suppliers and customers.

You will be responsible to the IT Manager and undertake a wide variety of duties including setting up and running audio-visual equipment for live events and conferences, and managing, developing and maintaining all existing College audio visual facilities.

## **About Somerville College**

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. The current community comprises approximately 630 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed and breakfast guests.

## **The IT Department**

The well-established IT team comprises the IT Systems Manager, IT Systems Engineer, and the IT Support Assistant. The department is responsible for maintaining the campus-wide Wi-Fi network, the IT Helpdesk, which is open daily for all members of the College and online helpdesk facilities via a ticketing system.

The team install all equipment on the College network and are responsible for its day-to-day management, including security and integrity, and the College servers. The IT Office organises registration and use of the University Ethernet, and Internet for College members, and to remote users including network access and user support.

## Main Duties

- Manage and maintain all existing College Audio-Visual (AV) facilities
- Organise/provide AV support for College events and day-to-day operations
- Develop and provide training on operation of AV facilities as required
- Review ongoing college AV requirements with departmental heads and plan/develop AV facilities accordingly
- Liaise with external suppliers for purchasing, support for major events, equipment servicing, development of new facilities etc
- Maintain documentation for all AV facilities
- Develop and keep up-to-date written guidance for users
- Attend planning meetings with the ICT team, college staff and external event organisers
- Provide media support and training to College members and customers, such as video and audio editing, use of recording equipment etc
- Assist the College Communications team with the production of audio and video media for the college website and social media services such as Twitter, Facebook, YouTube and Apple iTunes
- Ensure that any personal data processed within the field of AV complies with all relevant data protection legislation, including but not limited to the GDPR and Data Protection Act 2018. Ensure all data issues are reported, and assist with any personal data queries and audits, following College processes

## Selection Criteria

### ***Essential***

- Experience of setting up and running audio visual equipment for live events and conferences
- Experience for management of AV operations in a small-medium organisation
- Experience of video and audio editing
- Relevant technical qualification or significant relevant experience
- Ability to work under own initiative
- Ability to work to tight deadlines and under pressure
- Excellent written and verbal communication skills
- Team player
- Ability to undertake manual tasks relevant to the needs of the role
- Be conversant with software tools including MS Visio, Photoshop, Audacity and Adobe Premiere
- Good standard of personal presentation
- Ability to work evenings/weekends on a planned and call-out basis

### ***Desirable***

- Qualified to degree standard
- Clean driving licence

## Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

<b>Duration</b>	This is a permanent, part-time post (0.5 FTE) and will be dependent on satisfactory completion of a probationary period. The appointment will be subject to pre-employment checks as listed below.
<b>Salary</b>	The starting salary will be £13,756 p.a. for 17.5 hours per week, which is aligned to Band 6 of the Somerville College salary scale for support staff. The band has a full-time range from £27,511 to £30,942. The College pay spine is uplifted for cost of living on a regular basis, normally annually.
<b>Hours of Work</b>	Hours to be agreed with the IT Manager. Total weekly hours will be 17.5 hours per week exclusive of meal breaks.
<b>Holiday Entitlement</b>	The post holder will be entitled to pro-rata of 38 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.
<b>Pension</b>	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Meal Entitlement</b>	Meals on duty will be provided free of charge.
<b>Sickness Benefit</b>	A maximum of (pro-rata) six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
<b>Employee Assistance Service</b>	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
<b>Childcare</b>	Somerville runs a small on-site Nursery.
<b>Training</b>	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
<b>Smoking policy</b>	No smoking or vaping is allowed in any part of the College.
<b>Parking</b>	There is no parking on-site.

## Application Procedure

Your application should comprise

1. A completed application form (including a hand-written personal statement and details of at least 2 referees)
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form

Email you completed application form to: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) please quote vacancy reference 900401 in the heading

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

**The closing date for completed applications is 10am on Monday 20<sup>th</sup> January 2020.**

**Interviews will be held in Oxford as soon as possible after the closing date.**

## Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

## Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

### 1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

### 2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager

from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

**We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

### **3. Medical fitness**

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

November 2019