

# Job Description and Person Specification

## JOB DESCRIPTION

Post title:	<b>Media Stores Technician</b>		
School/Department:	Winchester School of Art		
Faculty:	Arts & Humanities		
Career Pathway:	Technical and Experimental (TAE)	Level:	2a
Posts responsible to:	Senior Technical Services Officer		
Posts responsible for:	None		
Post base:	Office-based/Non Office-based (see job hazard analysis)		

Job purpose
To run and operate the School's AV Media Store, deal with requested and ad-hoc bookings and returns from students and staff in the electronic loan system, monitor equipment levels and organise repairs.

Key accountabilities/primary responsibilities	% Time
1. To be responsible for the day to day operation of the Media Store and its equipment, ensuring it is maintained and performing basic calibration.	40 %
2. To maintain a safe working environment, complying with Health and Safety procedures, monitoring levels of stock and supplies and using the ordering system to ensure adequate equipment is available and the work area is ready for use.	20 %
3. To make accurate and effective use of the electronic Loans system to maintain accurate records and draft routine documentation.	20 %
4. To demonstrate standard equipment to staff and students, offering advice on basic use and techniques.	10 %
5. To resolve a range of routine work issues independently, using judgement as to when to refer more complex cases to supervisor/manager.	5 %
6. Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships

Other members of the department  
External customers

Special Requirements

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds, with some relevant work experience in a technical support role.</p> <p>Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages.</p> <p>Good working knowledge and experience of analogue, digital photography, video and audio visual equipment.</p> <p>Ability to make effective use of standard computer systems</p> <p>Experience of a loans booking system, data input and record keeping.</p> <p>Experience of working with a range of students in a Higher Education setting.</p>		Application form
Planning and organising	Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.		Interview and Application form
Problem solving and initiative	<p>Able to solve a range of problems by responding to varying circumstances, whilst working within standard procedures.</p> <p>Ability to analyse data and present summary data clearly.</p>		Interview and Application form
Management and teamwork	<p>Able to contribute to team efficiency through sharing information and constructively supporting others.</p> <p>Able to ensure any staff managed or supervised are focused on allocated tasks and aware of service standards.</p> <p>Ability to adapt well to change and service improvements.</p>		Interview and Application form
Communicating and influencing	<p>Able to seek and clarify detail.</p> <p>Able to explain procedures and provide assistance where necessary.</p> <p>Ability to demonstrate own duties to other colleagues as required.</p>		Interview
Other skills and behaviours	Ability to successfully work under pressure and deal with conflicting demands.		Interview
Special requirements	Willingness to undertake Health and Safety training specific to role.		Interview



## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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	X		
Repetitive crouching/kneeling/stooping	X		
Repetitive pulling/pushing			
Repetitive lifting	X		
Standing for prolonged periods	X		
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height	X		
Repetitive reaching at shoulder height	X		
Repetitive reaching above shoulder height	X		
PSYCHOSOCIAL ISSUES			
Face to face contact with public	X		
Lone working	X		
## Shift work/night work/on call duties			