

# Job Description and Person Specification

Last updated: 5/10/2022

## JOB DESCRIPTION

Post title:	<b>Digital Media Technician</b>		
Standard Occupation Code: (UKVI SOC CODE)	N/A		
School/Department:	Humanities/Film		
Faculty:	Arts & Humanities		
Career Pathway:	Technical and Experimental (TAE)	Level:	3
Posts responsible to:	Head of Department Film		
Posts responsible for:	N/A		
Post base:	Office-based		

Job purpose
To provide effective and efficient technical support and training to Film department staff and students using digital media facilities and equipment.

Key accountabilities/primary responsibilities	% Time
1. To provide technical support and training for the use of digital media within film department teaching, learning, and assessments. This will include <ul style="list-style-type: none"> <li>• Organising, planning and running workshops for Film staff and students on use of digital media tools, including but not limited to video editing, podcasting, blogging, data visualisation, and curating virtual exhibition spaces</li> <li>• Providing ad-hoc support and supervision for Film staff and students using digital media tools</li> <li>• Monitoring and auditing use of both IT and AV equipment</li> <li>• Supervising the workflow in the Video Editing Suite on Avenue Campus</li> </ul>	40 %
2. To plan, organise and carry out a range of defined technical procedures, using specialist IT and AV equipment and software, ensuring the requirements of students are met and advising the Head of Department on any resource requirements.	15 %
3. To test, maintain, update, and replace digital media equipment, liaising with relevant parties (e.g. iSolutions, Digital Humanities, facilities, Estates) where appropriate.	15%
4. To provide technical advice and contribute to design and implementation of innovative teaching and assessment methods utilising digital media tools within the Film department	10 %

Key accountabilities/primary responsibilities		% Time
5.	To maintain and develop knowledge of new and emerging digital media technologies and software.	10 %
6.	Any other duties as allocated by the line manager following consultation with the post holder.	10 %

Internal and external relationships
Digital Humanities staff iSolutions Estates Other members of the department/University staff. External providers (e.g. of hardware and software)

Special Requirements
None

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant technical support roles and job-related training.</p> <p>Ability to demonstrate a good understanding of and ability to keep up to date with digital media technologies and software used to develop, create, visualise and exhibit digital content.</p> <p>Knowledge and applied experience of video editing software, resources and principles.</p> <p>Ability to make effective use of standard and specialist computer systems and software.</p> <p>Ability to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.</p> <p>Ability to deliver small group training and workshops on technical matters.</p>	<p>Relevant degree (or equivalent qualification or experience).</p> <p>Knowledge of one or more of the following: information technologies, entertainment technologies, filmmaking / audio production technologies, contemporary computer peripherals and commercial electronics sufficient to develop knowledge and experience of specialist research equipment and software.</p> <p>Knowledge of programming/coding/scripting.</p> <p>Professional experience of use of technology in film and media industries.</p> <p>Teaching experience and/or qualification.</p>	
Planning and organising	<p>Able to plan and prioritise a range of one's own standard and non-standard work activities.</p> <p>Ability to work well with minimum supervision.</p> <p>Ability to organise and monitor a daily workflow for staff and students who require access to the Video Editing Suite.</p>		
Problem solving and initiative	<p>Experience of contributing innovative ideas in order to solve technical problems.</p> <p>Experience of using judgement to find solutions to problems for which no standard procedure exist.</p>		
Management and teamwork	<p>Experience of providing training/coaching to colleagues and students in relation to technical tasks</p> <p>Able to solicit ideas and opinions to help form specific work plans.</p> <p>Awareness and adherence to service standards.</p>	Successful supervisory experience.	
Communicating and influencing	<p>Able to elicit information to identify specific customer needs.</p> <p>Able to offer proactive advice and guidance on technical processes and</p>		

	<p>procedures.</p> <p>Able to communicate and liaise with users of the technical services, both internal and external to the department.</p> <p>Experience of demonstration skills.</p>		
Other skills and behaviours			
Special requirements	Willingness to undertake Health and Safety training specific to role.		

## JOB HAZARD ANALYSIS

### Is this an office-based post?

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