

This document should be used where a job description requires updating. The updating of the JD should be completed by the post holder and the content verified by the line manager.



If the role has changed substantially and a re-evaluation has been approved by SMC you must also complete a HERA re-evaluation role profile.

Job Title	Technical Instructor (Lighting) with Duty Responsibility	Pay Band : 5	RBC436
Reports to	Technical Manager	Department /School	SoDMTA, SoP
<p>Role responsibilities <i>(include information on people management/teams, budgets and other resources with direct responsibility)</i></p> <p>The purpose of the post is to provide technical and logistical support for the College’s teaching, production and related activities, and the supervision, technical instruction and professional training of students and others using the College’s teaching and production facilities.</p> <p>The post-holder’s duties are primarily to support and contribute to student learning of lighting and technical production in the College’s lighting laboratories, visualisation and video suites, theatres, and related facilities. However, the post is part of the technical team providing support across all academic areas of the College, and the post-holder will also undertake general technical and supervisory duties as determined by the Technical Manager.</p> <p>Compliance with all College policies and procedures.</p>			
<p>Key working relationships/contacts specific to the role holder</p> <ul style="list-style-type: none"> • The post is line managed by and reports to the Technical Manager. • The postholder will work closely with relevant programme directors and other academic staff to support student learning, and deliver aspects of professional training, in the post-holder’s area of specialism. • The postholder will liaise with the Head of Productions, visiting professionals and other members of staff to support projects and productions. 			

- The post-holder will work with students to support their learning, recognising their individual needs and balancing these against wider programme, School and College requirements.
- The post-holder will liaise as required with external organisations and individuals, including: visiting lecturers and professionals; industry, academic and community guests; contractors; health & safety and licencing authorities; the emergency services; members of the public.
- The post-holder will liaise with other College departments as required, including IT, Programme Administration and Finance.

Main responsibilities, duties and accountability of the role

1	<p><i>Supervision:</i></p> <ul style="list-style-type: none"> • Supervising students and other users of College equipment, theatres, studios, laboratories and other facilities, ensuring that appropriate standards of health and safety are maintained at all times in accordance with legal, regulatory and College requirements and expectations. • Being responsible for the security of equipment and facilities. • Acting as 'duty officer' at times when project or production work is being undertaken outside the normal College working day (9am-9pm). In conjunction with other College staff as appropriate (reception, estates, security), manage emergencies and evacuations, ensure the security of the campus is maintained, ensure that all technical systems are safely powered down and buildings locked at the end of the working day.
2	<p><i>Technical Instruction and Professional Training:</i></p> <ul style="list-style-type: none"> • Providing professional training and technical instruction, advice and ongoing support to students, staff and other users including the delivery of workshops, demonstrations, technical skills training and advice sessions. • Providing guidance and competency testing of students and others in the use of technical equipment and facilities, in accordance with College policies and current professional methods and practices.
3	<p><i>Technical Support and Logistics:</i></p> <ul style="list-style-type: none"> • Preparing teaching and production spaces and equipment,

	<p>ensuring they are inspected, maintained and ready for use in accordance with College schedules and timetables, and assisting academic staff in their use.</p> <ul style="list-style-type: none"> • Setting up and operating equipment and facilities in support of College productions, events and other activities, on and off campus, and the work of visiting companies and practitioners. • Managing the reservation and booking out and in of equipment by staff and students for teaching and production activities. • Keeping inventories, technical specifications and other documentation accurate and up to date. • In conjunction with other relevant staff, purchasing materials and equipment for productions, projects and classes, in accordance with College budgets and financial regulations.
4	<p><i>Health and Safety:</i></p> <ul style="list-style-type: none"> • Being a designated First Aider • Under the direction of the Technical Manager, ensure risk assessments are prepared and implemented to assist in protecting students and staff from potentially hazardous working methods, processes and materials.
5	<p>Keeping up to date with evolving industry practices and standards, including undertaking training where appropriate.</p>
6	<p>Completion each academic year September to August of the PREVENT training.</p>
7	<p>Completion each calendar year January to December of statutory training using the Cylix on-line training service.</p>

Employees are expected to comply with all College policies, including its Health & Safety and Equal Opportunities policies, in the performance of their duties.

The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

PERSON SPECIFICATION FOR ROLE OF

Key to validate by section: (1) **Af** Application form (2) **As** Assessment
(3) **I** Interview

Competency for the role	Requirements for the role	Essential	Desirable	Validated by Af/As/I
Qualifications	First degree in a related field, or equivalent experience	X		Af Af
	Electrical qualification to City & Guilds or equivalent		X	Af
	Current First Aid Certificate		X	
Knowledge & Experience	Minimum of 3 years' relevant experience in a theatre or live production environment	X		Af/I
	Substantial knowledge & experience in theatre lighting, lighting equipment and electrics	X		Af/I
	Knowledge/experience of CAD and computer visualisation software such as WYSIWYG	X		Af/I
	Knowledge/experience of video content creation and editing software		X	Af/I
	Experience of working in an educational environment		X	Af
	Demonstrable understanding of prevailing Health & Safety regulations, procedures and best practice	X		I
	Knowledge/experience of IT systems, networking and first-line maintenance		X	Af/I
Communication:	ability to instruct students,	X		I

ROSE BRUFORD COLLEGE - JOB DESCRIPTION AND PERSON SPECIFICATION

<p>Oral, written, complexity Liaison and networking Information technology</p>	<p>demonstrating and communicating complex processes and methods to a variety of audiences</p> <p>demonstrable ability to supervise students</p> <p>excellent communication and interpersonal skills</p> <p>general IT skills</p> <p>an understanding of Computer Aided Design</p> <p>ability to keep inventories, technical specifications and other documentation accurate and up to date</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>	<p>I</p> <p>Af/I</p> <p>Af/I</p> <p>I</p> <p>Af/I</p>
<p>Managing Resources: Teamwork and motivation Service delivery Decision making Planning and organising Team development</p>	<p>Able to:</p> <p>Manage groups of people in a variety of situations, taking command where necessary</p> <p>Collaborate, effectively and sensitively, with a diverse range of people</p> <p>Recognise and respond to the diverse needs of learners</p> <p>Rapidly evaluate new situations and conflicting priorities, making judgements and decisions accordingly</p> <p>Ensure high quality work and accuracy, following defined procedures and methods or developing own strategies as appropriate</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>Problem solving and investigation used to</p>	<p>Ability to investigate, identify and solve technical problems in</p>	<p>X</p>		<p>I</p>

ROSE BRUFORD COLLEGE - JOB DESCRIPTION AND PERSON SPECIFICATION

carry out responsibilities of the role	complex systems, under pressure			
Sensory and physical demands required to complete work	Safe manual handling of heavy, awkward and delicate equipment and materials	X		I
	Manual dexterity for the assembly, maintenance and first-line repairs of complex systems and equipment	X		Af/I
	Visual and aural awareness to rapidly evaluate complex situations	X		I
Health and wellbeing responsibilities of the role	Supervising learners and others to ensure correct H&S practices are followed	X		Af/I
	Carry out First Aid	X		Af

<p>Special requirements for this role:</p> <p>The post holder will be expected to work flexibly, including evenings and weekends, as agreed with the Technical Manager.</p>	
<p>The information given in this job description and person specification is an accurate reflection of the tasks and responsibilities required for this role.</p>	
<p>Signatures:</p>	
<p>Role Holder (<i>if applicable</i>)</p>	<p>Date:</p>
<p>Line Manager:</p>	<p>Date:</p>
<p>Head of Department: print name:</p>	<p>Date:</p>

You are advised to retain a copy of the completed form for future reference.