



Technician in Enterprise & Digital Industries (Tech Campus & Main Site)

JOB DESCRIPTION

Directorate of Creative Arts, Enterprise and Digital Industries.



ADVERTISEMENT

Technician in Enterprise & Digital Industries

Within the range of £22,071 to £25,041 per annum

37 hours per week, 52 week a year

This is an exciting opportunity to work at Suffolk New College as a Technician within the Digital and Enterprise department within the Directorate of Creative Arts, Enterprise & Digital Industries. You will have general IT skills with the knowledge and experience in Adobe suite. You will be required to support academic staff with stock, checking and loaning equipment, the maintenance of the equipment and supporting the teams with running both internal and external events. You will be responsible for assisting staff with the set-up and preparation of classrooms, purchasing necessary equipment within departmental budgets as well as handling returns.

As part of your role you will contribute to the wider College health and safety activity and therefore you should have a good understanding of health and safety and be prepared to undertake training in these areas e.g. first aid and fire marshall.

This post is based at Suffolk New College Ipswich campus however Suffolk New College is a multi campus site therefore you may be required to work at and travel between campuses

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

Closing date: Thursday 19th September 2024 at 12:00 Midnight

Interview date: Thursday 26th September 2024

For further information about this vacancy please follow this link to our website:

<https://www.suffolk.ac.uk/jobs/work-for-us>

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet all of the essential criteria. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for the vacancy. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency. The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

DIRECTORATE OF CREATIVE ARTS, ENTREPRISE & DIGITAL INDUSTRIES

The Directorate of Creative Arts, Enterprise & Digital Industries is an exciting and vibrant area of the College with state of the art studios delivering qualifications from Level 1 to Level 3 in a range of subjects including; Art and Design, Performing Arts, Music Performance & Technology, Games Design and Games Art, IT, Media, Esports and Business Studies. We also offer Accounting and People management from Level 1 – Level 5.

This is an exciting period of growth and development for the Directorate with a brand new Tech Campus, which opened in 2021. The workspaces within the College are purpose built with industry standard specialist equipment where students can participate in practical learning sessions and engage with the latest technologies.

Working closely with businesses across Suffolk to develop our curriculum, our learners engage with a wide range of projects that not only support the community but develop the skills they need within the workplace.

The Directorate team comprises of management, teaching staff, technical support staff and administrators who are all committed to delivering an exceptional experience to our students to enable them achieve and to progress their chosen career through further or higher education opportunities or employment.

We are seeking a professional to join our team delivering across Gateway, BTEC and T-Level specifications.

You should have a degree in a related area (or an equivalent professional qualification) or relevant industry experience, and a teaching qualification or a commitment to obtaining one within a specified time after commencement. We expect a good standard of education including Maths and English to Level 2 or above. You may also be required to undertake relevant quality assurance training and certification to meet awarding body requirements for assessment and internal verification of student work.

JOB DESCRIPTION

Technician

Summary of Benefits, and Terms and Conditions

Location:	Main location Suffolk New College, Ipswich Campus Suffolk New College is a multi-campus college, therefore you may be required to work at and travel between campuses
Salary:	Within the range £22,071 to £25,041 per annum
Salary Scale:	Technician Salary Scale Band 2
Contract status:	Permanent
Hours of work:	37 hours per week, 52 weeks per year
Pension:	Career average pension scheme in which employees contribute between 5.5% and 12.5% of salary
Holiday:	20 days per annum pro rata, rising one day pro rata per year worked to a maximum 25 days pro-rata, plus Bank Holidays and Christmas closure days
Staff Development:	Corporate and Departmental Development Programme opportunities
Reporting to:	Head of Curriculum Area

JOB PURPOSE

To provide technical advice support and practical assistance to staff and students across the Directorate. To maintain and prepare the workspaces and equipment for teaching sessions in accordance with health and safety and College policies and to assist with the supervision of students.

Knowledge and experience of the following specialist equipment and software will be desirable; broadcasting, filming, motion capture, post production, general IT and software development. The role will also entail IT trouble shooting, general maintenance of hardware, software updates and stock management.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To provide technical support and advice to staff and students primarily at the Tech Campus, supporting staff and students one to one or in small groups to develop their practical skills.
- 2 To provide demonstrations to students in relation to practical or technical skills including demonstrating workspace protocols and processes as required by teaching staff.
- 3 To support and assist staff and students in the use and safe practice of all equipment in the workspace and ensure safe working practices, including providing advice on specific individual training needs in respect of safe working practices and processes.

- 4 To be responsible for the supervision of students during sessions and external trips and visits as required.
- 5 To respond to student enquiries, offering information, advice and guidance or referring the matter as appropriate.
- 6 To prepare and maintain teaching areas, equipment and materials in accordance with teaching requirements and as requested by teaching staff.
- 7 To be responsible for maintaining clean, tidy and fully functioning workspaces, including security and compliance with health and safety in line with College policy.
- 8 To undertake risk assessments in line with College policy and ensure teaching staff are aware of workspace risk assessments and advised when risk assessments are required.
- 9 To order materials and be responsible for stock management of equipment and resources used at the Tech Campus.
- 10 To undertake PAT testing of equipment and machinery within the working environment.
- 11 To ensure implementation of industry specific health & safety best practice, legislation and College policy within working environment.
- 12 To undertake relevant first aid training and updates and carry out first aid duties as required.
- 13 To undertake relevant health and safety training and updates and carry out fire marshal and evacuation chair operator duties and any other cross college health and safety initiatives as required.
- 14 To participate in cross college activities such as open events and external promotion activities.
- 15 To take a pro-active approach and responsibility for the well-being and safeguarding of all students.
- 16 Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

This Job Description sets out the major duties associated with the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the post-holder to undertake the duties.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good standard of education including Literacy and Numeracy to Level 2 (GCSE C or 4 grade) • Level 2 qualification in a relevant subject area • Current first aid certificate or the commitment to achieving one within a specified period • PAT testing certificate or the commitment to achieving one within a specified period 	<ul style="list-style-type: none"> • Level 3 qualification in a relevant subject area. • First Aid certificate
Knowledge and Experience	<ul style="list-style-type: none"> • Relevant professional industry experience • Knowledge of current industry standards, trends and technology • Experience of working in a technical environment • Knowledge and understanding of health and safety best practice and legislation. • Experience of delivering practical demonstrations • Understanding of training, mentoring or coaching • Specialism and expertise specific to the role 	<ul style="list-style-type: none"> • Working with young people • Working in an educational setting
Skills	<ul style="list-style-type: none"> • Ability to communicate with a diverse range of audiences including young people, managers and team members • Planning, time management and organisational skills • Build and maintain professional working relationships • Team work and a commitment to sharing best practice • IT literate and drive to using and exploring new technology 	
Qualities and Attributes	<ul style="list-style-type: none"> • Self- driven and motivated • Student focused approach • Pro-active and solution focused • Calm under pressure with a resilient approach • Diplomacy, tact and integrity and with due regard for confidentiality 	
Attitude	<ul style="list-style-type: none"> • Driven to deliver high quality technical support • Embeds and promotes equality, diversity and respect through all aspects of the role • Pro-active commitment towards safeguarding and promoting the welfare of young people • Positive and can do attitude towards work • Actively participates in continued professional development • Flexible approach to meet changing needs 	

EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to shortlist all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure & Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to an enhanced Disclosure check by the Disclosure & Barring Service.

INFORMAL ENQUIRIES

For informal enquiries please contact Luke Waller, Head of Enterprise & Digital Industries via email on LukeWaller@suffolk.ac.uk

TECHNICIAN BAND 2 PAYSACLE

Technician Band 2	13	21495
	14	22275
	15	22827
	16	23526
	17	24264
	18	25041