

Job Description

Job Title: DPVS Technical Supervisor (Maintenance, Inventory & Compliance)
Department: Digital, Production & Venue Support
Grade: D
Location: Milton Court
Responsible to: Deputy Head (Performance Venues) Digital, Production & Venue Support
Responsible for: Performance Venue Technician (Rigging Specialism)

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

To be responsible for maintenance, equipment schedules, technical inventories and all matters relating to legal compliance of DPVS and Production Arts equipment, technical systems and venues

To work in the Digital Production & Venue Support (DPVS) department in close co-operation with the Head and Deputy Heads of DPVS, Lecturers and Students to support a diverse and dynamic schedule of Theatrical & Opera Productions, Concerts, Recordings, Commercial Events and Artistic Rentals for both internal and external clients.

To set the standard for behaviour and operation for the DPVS team, mentoring and appraising staff and students as appropriate.

To supervise the Technicians, Casual & Freelance staff, Students and Incoming crew with external events. To ensure excellent client liaison and provision of a high quality technical service delivered safely.

To maintain and support all technical equipment, stage equipment and stage furniture to meet the level of technical service required by the daily operational schedule across all buildings of the campus.

To take reasonable care for their own health and safety and that of other persons that may be affected within their own working environment in accordance with the GSMD's and City of London's Health and Safety procedures.

To ensure the DPVS maintenance workshops / storerooms are safe, clean, organised and appropriately stocked

The Post Holder will actively seek to implement the City of London's Equal Opportunities Policy and the City's objective to promote equality of opportunity in relation to the duties of their Post.



Main Duties & Responsibilities

1. To be responsible for legal the compliance of all departmental equipment, maintenance of equipment and up to date inventories providing an “always on” service.
2. The post holder will (with other supervisors and administrators) form part of the management team within the Digital Performance and Venue Support Team. As part of this role, the postholder will be expected to represent the department at meetings and deputise for the Department as appropriate.
3. The management team will work together to establish the upcoming workload and ensure resources and staff are allocated accordingly. The postholder will contribute the equipment resourcing and relevant equipment life cycle mapping.
4. Research and advise on equipment purchases, obtaining competitive quotes and raising orders on the City’s purchase order system
5. The postholder will be expected to provide an example to those they work with in both technical knowledge and behaviour whilst carrying out their duties. Guildhall School is first and foremost a teaching establishment and a large amount of time will be spent working with students who need to see best practice and behaviour demonstrated at all times.
6. The postholder will mentor new technicians whilst they complete their probationary period providing written feedback as appropriate. They will also appraise their allotted staff using the City of London’s appraisal framework on a 6 monthly basis; as part of this they are expected to recognise potential and develop staff to meet the departments future needs. The postholder will also be required occasionally to give written feedback on the performance of students working alongside them on events.
7. The postholder will be an active member of the team undertaking various tasks as necessary. They will also be expected to provide on the ground supervision of larger events, more complex tasks or simply busy days with many small tasks. They will be expected to ensure safe and efficient working environments to meet deadlines and could be supervising mixed teams of permanent technicians, freelance staff and students all working on an event. Supervision would also extend to incoming crews for external events providing a first point of contact and guiding them in the safest and most effective ways of working in our building.
8. The postholder will act as first point of contact for all repairs, and hold key relationships with industry partners and manufacturers and service providers
9. The Postholder will be part of a multitasking team covering Lighting, Sound, Recording & Audio Visual, Virtual Production, projection and flying in both theatrical and concert venues and stage setups for concerts both classical and non classical.
10. It is expected that supervisors will work on the larger more complex shows and involve themselves across the board problem solving and resolving technical issues.
11. The postholder will be expected to manage others, and undertake themselves statutory testing and inspection as directed. This will include
 - portable appliance electrical testing
 - Loler and Power inspection of flying systems and hardware
 - regular inspections of access equipment
 - completion & creation of risk assessments and method statements
 - As part of personal development, training will be given where appropriate.



12. The postholder will undertake first line maintenance of Guildhall School equipment and systems and instruct technicians in the process of logical fault finding
13. Any other reasonable task as requested by the Head / Deputy Head of Digital Venue & Production Support. This may include working at other venues, external events and City of London buildings.
14. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
15. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
16. To undertake any other duties that may reasonably be requested appropriate to the grade
17. [Budget Holders Only] Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action



Person Specification

Job Title: Digital Production & Venue Support Technical Supervisor (Maintenance, Inventory & Compliance)

Department: DPVS

Grade: D

Trent Position number:

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training

[Please ensure only relevant qualifications are listed for the post being advertised] e.g. *Must be qualified as a Chartered Member of the CIPD or be able to demonstrate a level of knowledge at this level - (A,I etc)*

1. A proven record of Supervisory Management in relevant environment (A)
2. Demonstrable in depth knowledge of equipment maintenance (T)
3. Demonstrate brilliant ability as a communicator, with an ability and willingness to learn new skills. (I)

Experience Required

1. Experience in Loler & Puer regulations and their application in our industry (A)
2. Portable Appliance Testing (A)
3. IPAF AWP ticket (A)
4. Maintenance of Technical Equipment (T)

Technical Skills & Knowledge

1. Use and Inspection of Scaffold Towers and Ladders (A)
2. Working at height, recovery at height, rope access and harness inspection (A)
3. Knowledge of current & relevant Health & Safety legislation (I)
4. Good logical problem solving across all areas (T)

Other Relevant Information

(e.g. working hours if applicable)



1. This is a 35 hour per week role, working Monday – Friday onsite 9-5 with occasional evening and weekend work and optional overtime.
2. Candidates are encouraged to apply, even if they feel that may require additional training in order to meet some of the job requirements. Guildhall School is actively committed to the continued professional development of its employees. Knowledge can be taught; we are looking to find the right people to join our teams.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is **£41,360 - £46,050**, including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis.

Hours of Work

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday-Friday but the postholder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.



If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One months' notice by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.