

Job Description



Job Title:	Technical Crew
Responsible to:	Technical Supervisors; Duty Managers; Technical (Events & Media) Manager
Department:	Commercial Services
Contract:	Casual, term-time only
Hours of work:	Zero Hours (flexible according to operational demands, evenings, weekends and late night shifts available)
Salary:	£6.90 (£7.73 per hour with holiday pay)
Purpose of post:	To provide high quality technical support for Students' Union events
Key Dates:	Application Closing Date: Sunday 13 th March (midnight) Interviews: 16 th March Induction: 25 th or 28 th April Start Date: Week commencing 2 nd May

GENERAL DUTIES AND RESPONSIBILITIES:

- Ensure all SU Technical equipment is used safely and for the purpose it was intended
- Ensure high standards and efficiency of work
- The setting up, taking down, operation and other support work for SURHUL entertainments provision – including bi weekly function nights, a number of annual productions and ad hoc events.
- The operation, set up, maintenance security and installation of all Technical equipment.
- To check equipment before use to make sure it is safe and suitable for the purpose employed. Any substandard equipment should be reported via supervisors, labelled and taken out of service.
- Use and maintain resources efficiently and effectively.
- Identify opportunities to improve efficiency in working practices and use of resources.
- Comply with all regulatory and SURHUL policies and procedures relevant to the performance of own role.
- To be committed to SURHUL's Equality and Diversity Policy.

HEALTH AND SAFETY

- Ensure high standards of health and safety are maintained at all times.
- Report all damaged or non-working equipment.
- Remove broken equipment from service.
- Ensure all storage areas are kept in a clean, tidy and safe condition.
- Ensure that equipment have current PAT check.
- Comply with all company & legal safe working practices.
- Report all accidents as per company reporting procedure.
- Understand and participate in SURHUL fire evacuation training and procedure.
- Work in a way that minimises risks to the health and safety and security of self and others.
- Ensure safe working at height practices

PERSONAL DEVELOPMENT

- Complete SURHUL induction training.
- To participate in departmental training sessions as required, including First Aid, Manual Handling and Working at Heights.
- With the help of others, reviews own work against the requirements for role and identifies any development areas.
- Identifies with reviewer additional development areas which will provide support to the team.

THE POST HOLDER WILL:

- Adhere to SURHUL's Equality and Diversity Policy and demonstrate commitment to the progression of such policy within SURHUL.
- Work in a safe manner, seeking to minimise hazards to ensure the safety of other staff and customers, and reporting safety hazards to the line manager (any significant hazards to be reported to the most senior manager available and the Chief Executive Officer).
- Attend meetings and training events as required.
- Comply with the Constitution, policies and procedures of SURHUL at all times.
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style across the departments and activities of SURHUL. This may involve undertaking duties

in support of the activities and services of other departments, but will not involve relocation into other offices.

- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested after appropriate consultation and joint agreement.

Personal Specification

	Essential	Desirable
1. Education and Training		
Must be a current RHUL student for 2016/2017	X	
2. Team Working & Personal Development		
Works within limits of own competence, taking responsibility for own actions.	X	
Takes responsibility for own behaviour and its effects on others.	X	
Shows flexibility in adapting to changes.	X	
Demonstrates an organised, effective, and timely approach to all tasks	X	
Works with the tech team to ensure equipment is correctly set up.	X	
Recognises when colleagues need assistance and offers practical support	X	
Works in a way that minimises risks to the health and safety and security of self and others	X	
Demonstrates high standards of integrity and honesty.	X	
Listens to others, ensures understanding and responds appropriately.		X
Problem Solving	X	
Interest in the technical side of events (experience is not necessary but being technically minded is advisable)	X	
3. Customer Focus		
Communicates calmly, politely and tactfully to customers under all circumstances.	X	
Treats everyone with dignity and respect, ensuring confidentiality is maintained.	X	
Takes responsibility for queries raised; ensuring their resolution either directly or through others.		X
Recognises issues which may interfere with customer satisfaction, taking action to rectify where appropriate and alerting others where necessary.		X
4. Attitudes and Personal style		
Ability to develop and maintain effective professional relationships	X	
A strong team player		X
Respects and supports equality and diversity reporting actions that undermine this	X	
Self-motivated and committed to delivering quality work	X	
5.Values		
We're a values-led organisation, which means we're keen to attract applicants who share our priorities. As part of any application, we're keen to hear about times you've demonstrated any of the following:		
Student Focused: everything we do will have students at the heart of it.	X	
High Quality: expectations are high, and we must exceed them	X	
Inclusive: we will offer a diverse range of activities and services which are fulfilling and accessible.	X	
Brave: we should be bold and not afraid to challenge the status quo.	X	
Trustworthy: we will ensure that we are transparent, honest and fair in what we say and do.	X	