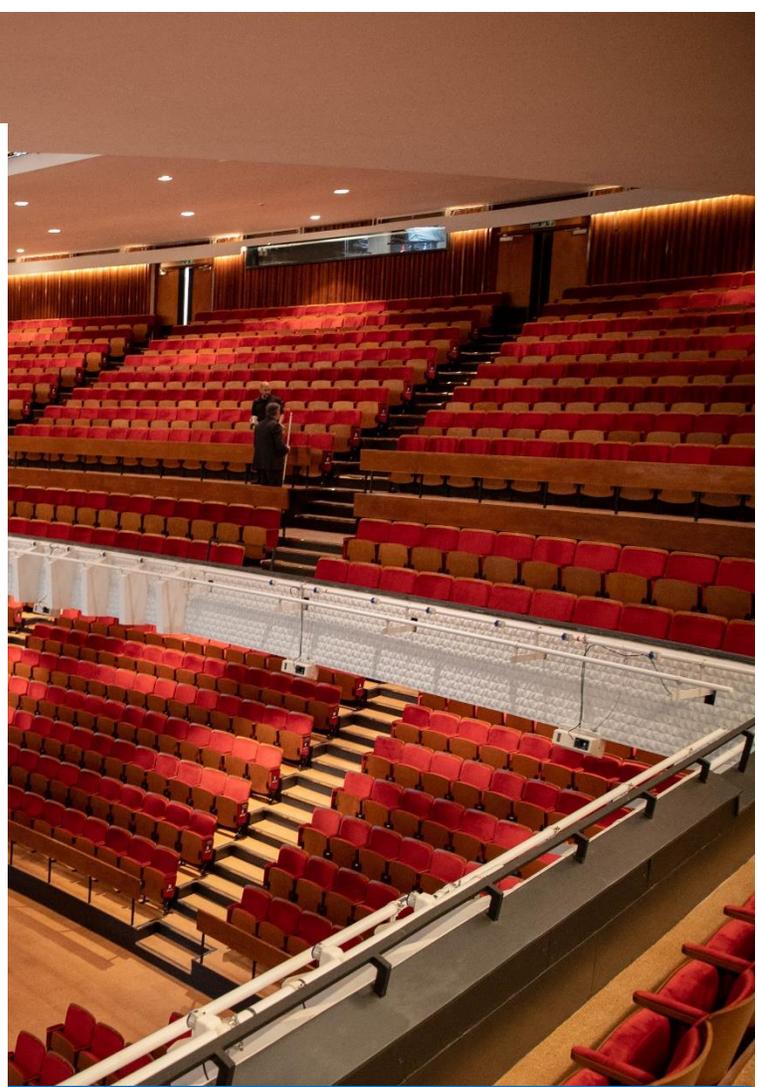


# Job Pack

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**Senior Theatre  
Technician (Sound)**



Lewes District Council



Working in partnership with Eastbourne Homes

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## Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

***“The best of town, country and coast”***



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# Job Description

<b>Post Title</b>	<b>Senior Technician</b>
<b>Service Area</b>	<b>T&amp;E</b>
<b>Team</b>	<b>Devonshire Quarter</b>
<b>Grade</b>	<b>D</b>
<b>Reports to</b>	<b>Operations Manager</b>
<b>Date prepared</b>	<b>August 2020</b>

## Job Purpose

To lead in the implementation of all technical requirements for shows, conferences, meetings and events across the Devonshire Quarter.

To ensure the efficient and effective running to the Technical Department for the Devonshire Quarter.

## Key Tasks

1. Assist with the planning of all technical requirements across the Devonshire Quarter.
2. To ensure staff comply with all technical regulations (including Safe Systems of Work), licensing, Health & Safety regulations and national legislation.
3. To train and participate in the fire evacuation/emergency procedures when necessary for all technical areas of the DQ.
4. To assist with the licensing authorities regarding Safety and Fire Regulations for the building and events.
5. To ensure that in liaison with the Operations Manager that the highest levels of customer service and experience are delivered at all times to customers across the service.
6. To ensure that the technical equipment and areas are properly maintained, operated and secured and are kept in a secure and safe manner in accordance with the Health & Safety

legislation. To ensure correct stocks of lamps, tape and other consumables required for the running of the buildings is kept to the level agreed by the Operations Manager.

7. To assist with the reactive/planned maintenance and technical operation of the DQ.
3. To ensure the smooth running of get-ins and get outs and all events within the Devonshire Quarter

### **Corporate Accountabilities**

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Council’s purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council’s activities.
4. To understand and apply the council’s Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. Deputise for Operations Manager and cover absence of other team members.
7. Work shifts to meet the requirements of the role.
8. You will be required to support Eastbourne Borough Council’s corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.
9. To work within the Council’s Management and Core Competencies Framework(s). Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

### **Core Competencies**

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> <li>• Understands the Council’s purpose, context, goals, objectives and values, and is willing to behave consistently with them.</li> <li>• Knows the strategic direction of the Council and acts in support of it.</li> </ul>
Communicating Well	<ul style="list-style-type: none"> <li>• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.</li> </ul>

	<ul style="list-style-type: none"> <li>• Works positively to gain understanding from others.</li> </ul>
Driving Improvement Performance & Results.	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions and results.</li> <li>• Takes actions to improve skills, knowledge and level of contribution.</li> <li>• Seeks and delivers high standards for self, team and Council</li> </ul>
Self Management	<ul style="list-style-type: none"> <li>• Self motivated and professional.</li> <li>• Is organised and uses time and technology efficiently.</li> <li>• Adopts a flexible approach to change</li> </ul>
Delivering for our Customers	<ul style="list-style-type: none"> <li>• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction</li> </ul>
Working Together	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others.</li> <li>• Works co-operatively and is committed to building, productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives</li> </ul>

### Management Competencies

Leadership	<ul style="list-style-type: none"> <li>• Inspires and engenders commitment in others.</li> <li>• Leads from the front and by example.</li> <li>• Presents a united corporate view.</li> </ul>
Managing and Developing Performance.	<ul style="list-style-type: none"> <li>• Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.</li> </ul>
Managing Resources	<ul style="list-style-type: none"> <li>• Ensures the Council's priorities are achieved through planned action programmes.</li> <li>• Makes best use of resources, ensuring value for money</li> </ul>
Managing change	<ul style="list-style-type: none"> <li>• Embraces, facilitates, implements and manages change to improve and develop services</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.**

# PERSON SPECIFICATION

## QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"> <li>5 GCSE or Equivalent including Maths / English</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of undertaking further education – ‘A’ Levels / Degree</li> </ul>

## TRAINING

Essential	Desirable
<ul style="list-style-type: none"> <li>Stage Craft</li> <li>Stage Rigging</li> <li>First Aid at Work</li> <li>IOSH Managing Safely</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory management / staff motivation</li> </ul>

## SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Able to supervise and manage staff</li> <li>Maximising the quality and presentation of every production</li> <li>Delivering an effective and efficient technical provision across the Devonshire Quarter</li> <li>Be able to deal with demanding and challenging situations</li> <li>A pragmatic approach to problem solving</li> <li>Good customer care skills</li> <li>Able to work unsociable hours</li> <li>Able to be flexible in pattern of working</li> <li>Able to present a positive image of the council</li> <li>Works positively within the Council's core competency framework.</li> </ul>	

## KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none"> <li>Workings of receiving Touring Theatre product</li> <li>Working within a conference venue</li> <li>Delivering technical requirements for a conference</li> </ul>	<ul style="list-style-type: none"> <li>Working of Local Authority</li> <li>Conference functions</li> </ul>

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**5. EXPERIENCE**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Demonstrable experience of working within a large scale complex</li></ul>	<ul style="list-style-type: none"><li>• Stage management</li></ul>

**6. PHYSICAL, LEGAL AND OTHER REQUIREMENTS**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• The ability to access all parts of the venues</li></ul>	

***All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies***

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# TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

## Duration

This is a Permanent contract.

## Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band D.

## Salary

The spinal column points (SCP) for the post are as follows:

SCP 15	£24,003	SCP 20	£26,502	SCP 25	£29,577
SCP 16	£24,483	SCP 21	£27,032	SCP 26	£30,451
SCP 17	£24,973	SCP 22	£27,573	SCP 27	£31,346
SCP 18	£25,473	SCP 23	£27,741		
SCP 19	£25,982	SCP 24	£28,672		

## Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

## Place of Work

Your normal place of work will be the Devonshire Quarter, or such other places within the boundaries of Lewes District and Eastbourne Borough as may reasonably be required.

## Agile Working

Many of our roles are suitable for remote working and staff are provided with the equipment to do this safely and effectively.

## Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

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## Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

## Notice Period

The contract of employment applicable to this post will specify a minimum period of one calendar month increasing to two calendar months when paid from SCP 23, to be given by either side.

## Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2020 are:

Pay Range	Contribution
Up to £14,600	5.5%
£14,601 - £22,900	5.8%
£22,901 - £37,200	6.5%
£37,201 - £47,100	6.8%
£47,101 - £65,900	8.5%
£65,901 - £93,400	9.9%
£93,401 - £110,000	10.5%
£110,001 - £165,000	11.4%
More than £165,001	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.5%