# **PERSON SPECIFICATION:** TECHNICAL & SUPPORT OFFICER **POST REFERENCE:** 107287

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Be educated to GCSE level grade C in four subjects, or the equivalent to include Maths & English. (F) | Degree or accredited qualification in Theatre Sound & Light, TV & Film, Sound Production or related subject (F)  PAT testing (F) |
| * **Work or other relevant experience** | Must have experience of working in the creative sector in a technical capacity. (F)(I) (R)  Experience of working with the public in a service capacity (F) (R) (I)  To have worked in a performance space, TV broadcasting, film production or sound engineering as a technician. (F) (I) (R) | Holder of a First Aid Certificate (F)  Experience of working in a cultural venue (F) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Must have a good working knowledge of sound and lighting systems and associated software. (F) (I) (R) (T)  Must have a sound knowledge of Health & Safety and the relevant legislation. (F) (I) (R)  Must be able to manage and arrange own work programme as part of a team.(F) (I) (R)  Have good IT skills including the ability to manage software updates (F)  Ability to access a variety of locations (F)  Basic handyman skills e.g. maintenance of lighting, electrical and other equipment. (F) (I)  Ability to communicate well verbally with the public and staff. (I)  Ability to record actions accurately in written form. (F)  Polite, helpful manner in all relationships. (I) | tieodeo | |
| * + **General competencies** | Must be practically minded and responsible. (F) (I)  Must be able to cope with a varied and demanding work load. (F) (I) (T)  Must be flexible, self motivated, and willing to work evenings  and weekends. (I) (F)  Must be willing to work at various venues as and when required. (F) (I) | Have experience of working within a team (F) (R)  Experience supervising staff (F) (I)  Creative approach to problem solving (I) (T) | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.