



uncover **your** potential **our**Team

Deputy Technical Manager Job Pack

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Job Description

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| Job Title | Deputy Technical Manager |
| Service | Connected Chelmsford |
| Grade | 7 |
| Responsible to | Technical and Buildings Manager |
| Responsible for | Casual Level 1 & 2 Theatre Technicians |

1. Main Purpose of the Job

To deputise for and assist the Technical and Buildings Manager with the day-to-day co-ordination of technical arrangements for events staged within the council managed entertainments facilities, (Chelmsford Theatre, Event sites and any other venue supported by the department).

2. Duties and Responsibilities

2.1 Taking a leading role in the provision of the following services:

- (a) Get-ins, Fit-ups and Get-outs
- (b) Stage lighting (Design, operation, maintenance, inventory and followspot)
- (c) Stage management and flying
- (d) Stage equipment stock and inventory control
- (e) Sound (Set-up, design, operation, maintenance and inventory)
- (f) Projection (including digital cinema) (Set-up and operation)
- (g) Maintenance of technical equipment
- (h) Maintenance of building fabric, fixtures and fittings as required
- (i) Theatres changeovers including pit; rigging and re-rigging
- (j) Stage cleaning and tidiness of all backstage areas
- (k) The ordering of goods and equipment
- (l) Give toolbox talks to visiting companies ensuring their adherence throughout their visit

The above to be carried out with due emphasis on customer care and complying with Health and Safety regulations.

2.2 Assisting in the day-to-day supervision, training and motivation of the Senior Technician, Permanent Theatre Technicians and Casual Technicians. Giving guidance as to their duties and ensuring the efficient use of staff resources.

2.3 Line management of the Casual Level 1 & 2 Theatre Technicians, supervising, training and motivating, giving guidance as to their duties and ensuring the efficient use of staff resources.

- 2.4 Running Technical Theatre workshops, presentations and training for school students, volunteers and others. Arranging shadowing and work experience opportunities.
- 2.5 Act as Health and Safety advisor. This will include providing support advice and training on all aspects of Health and Safety to staff and management. Responsible for carrying out, reviewing and updating and monitoring all theatres risk assessments, normal operating procedures, CDM plans and evacuation procedures.
- 2.6 Act as a main key holder for the Theatre premises. Depending on home location, you may be asked to be on the call out list for intruder and fire alarms.
- 2.7 Establishing in advance, as far as possible, technical requirements for hirers, visiting companies and other users to ensure the successful staging of productions and events. Liaising with theatre office staff and other departments. Ensuring Technical Team members are aware of technical requirements for all visiting companies.
- 2.8 Carry out such duties as may be required from time to time by the Technical and Buildings Manager or Theatre Management Team.
- 2.9 Advising on and assisting with the use, maintenance and repair of electrical, mechanical and other plant and equipment installed in Chelmsford Theatre, including directing the work of others in this respect.
- 2.10 Providing Duty Manager cover as and when required.
- 2.11 Compliance with administrative and accounting procedures. Including ordering procedures, control of goods received and issued, maintenance of equipment inventories, preparation of technical staff rotas and reviewing time sheets.

3. Work Location

You will normally be based at the **Chelmsford Theatre**. You may be required work from any other location should circumstances make it necessary.

4. General Conditions

- A. This Job Description is subject to your conditions of Employment, which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.
- B. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.

- C. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.
- D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the City, relating to Parish Councils, the City Council, the County Council, Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.
- E. You will carry out your responsibilities with due regard to the Council's Equality, Diversity and Inclusion Policy.
- F. You will be aware and undertake training as required in line with your responsibilities set out in the Council's Safeguarding children and vulnerable adults policy.
- G. All staff have a responsibility for data security in accordance with Data Protection regulations. You are required to ensure that you adhere to Council Policies and Procedures regarding data security. Whilst working at the Council, you may gain knowledge of confidential matters about members of the public and staff. Such information must be considered strictly confidential and must not be discussed or disclosed in an unauthorised manner. Service Managers and designated Information Asset Owners must be aware of their responsibilities, internal procedures and training requirements as directed by the Information Governance team.

Person Specification

DEPUTY TECHNICAL MANAGER

| | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Education/Qualifications | | |
| Completion of secondary school education or equivalent leading to the attainment of a general standard of numeracy and literacy | E | - |
| Industry specific diploma or degree level qualification | - | D |
| Evidence of continuing professional development (attendance to seminars, conferences, training courses, etc) | E | - |
| Knowledge | | |
| Detailed understanding of theatre technical operations and equipment | E | - |
| A thorough understanding of Microsoft Office products | E | - |
| Knowledge of computer networking, including Q-Sys and Dante | - | D |
| A working knowledge of H&S regulations such as; working at height, electrical safety, LOLER, PUWER, COSHH, PAT, CDM etc | E | - |
| Experience | | |
| Previous working experience in a similar capacity | E | - |
| Experience in managing or supervising other staff | E | - |
| Excellent relationship management skills when working with external companies and internal departments | E | - |
| Operation of ETC lighting consoles including complex intelligent lighting fixtures for a wide range of productions, rigging and focusing lighting | E | - |
| Lighting, sound and/or stage design | - | D |

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| Operation and set up of digital sound desks, QLab and related equipment | E | - |
| Use of digital cinema systems for live and pre-recorded screenings | - | D |
| Stage management of productions, including managing get ins/outs | E | - |
| Scenery flying, including counterweight flying systems | E | - |
| Rigging of temporary structures and technical equipment | E | - |
| Operation of pyrotechnics and other stage effects | E | - |
| Knowledge of electrical equipment | E | - |
| Health & Safety proficiency related to technical disciplines involved in all above areas, including creation and administration of Risk Assessments and Method Statements and CDM plans | E | - |
| Training students, staff and volunteers | - | D |

Personal Qualities and Attributes

Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:

| | | |
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| Reasonable level of fitness for a physically demanding job | E | - |
| Complete flexibility towards working hours to include evenings, overnight and weekends | E | - |
| A thoroughly professional outlook, prioritising personal workload and competing demands whilst managing own time and working to set deadlines | E | - |
| Self-motivated and able to motivate others while working as part of a team or on your own | E | - |
| Seeking innovation to improve personal and team working environment and technical offering. Actively developing themselves and supporting others to do the same | E | - |

| | | |
|--|---|---|
| A commitment to providing the highest levels of customer care | E | - |
| Excellent verbal and written communications skills | E | - |
| Resilience within a busy environment | E | - |
| Commitment to safe working practices | E | - |
| Circumstances | | |
| You will be required to wear an identity badge and carry building keys | E | - |
| Have a full clean driving license to drive personal, Council or hired vehicles | - | D |

Corporate Values and Behaviours

Within Chelmsford City Council we have values that are at the core of how we behave. They form part of our induction and probation processes and underpin our 1-1 conversations. Each value is listed below with behaviours.

Accountability - We take responsibility and ownership for our own actions, behaviours and performance

- We take responsibility to follow things through to completion
- We actively recognise what is working and what is not and are open about mistakes
- We positively contribute to the team and organisation and seek solutions to problems
- We recognise and positively challenge inappropriate behaviour

Creativity - We are flexible in our approach; we focus on solutions

- We adapt our approach keeping the best outcome for all in mind
- We encourage people to try out new approaches and ideas
- We learn from others to find solutions and to improve performance
- We encourage and support people to take measured risks

Learning and Encouraging - We recognise our success; we provide support to further our skills and experience

- We support and encourage each other to be our best
- We recognise and appreciate the contribution that everyone makes
- We take responsibility for finding opportunities to learn for ourselves and develop
- We support others to develop and learn

Collaborative - We build relationships; we achieve more together

- We talk with others to understand their perspective
- We find opportunities to get involved
- We involve other people early in our thinking to keep them informed
- We ask other people to get involved in what we're doing to build strong working relationships
- We seek ideas from inside and outside of our team to achieve more impact

Trust - We will be open and honest and do what we say

- We are open and honest
- We do the right thing and face up to difficult situations in a sensitive way
- We do what we say we will
- We demonstrate integrity by being fair and balanced in our approach
- We commit to the team agenda rather than personal priorities
- We treat each other as we would expect to be treated

Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage.

Salary – Grade 7 Scale Point 25 (currently £34,959 per annum, pro rata) rising to Scale Point 28 (currently £38,052 per annum, pro rata).

Hours – 37 hours per week, on an annualised hours contract with evening and weekend work.

Hybrid Working – We will be supportive of employees adopting a hybrid working pattern where this suits the role and the needs of the organisation. This means that in agreement with your manager you will have some flexibility over when and where you work. You will be expected to attend a Council work location for part of your working hours, but you can also work at home and other suitable locations as long as the needs of our customers and the service are met. Any work location must be assessed as suitable and the relevant workstation assessments undertaken. Please note that your contractual work location will be a Council office/site and you are able to work from this site for your full hours if you wish to do so.

Annual Leave – The Council operates a standard holiday year from April to March. The entitlement for annual leave for this position is 244.2 hours (33 days) and rising to 281.2 hours (38 days) after 5 years continuous service. This also includes a standard 8 Bank Holidays (59.2 hours), although this may vary depending on the number of Bank Holidays that fall in a particular leave year.

Your annual leave entitlement as above will be calculated on a pro-rata basis dependent on the number of hours you work. The number of equivalent days may also vary based on your working pattern.

Sickness - The provisions of the national Scheme of Conditions of Service apply which provides for up to 6 months full pay and 6 months half pay after 5 years continuous local government service.

Pension - You will be entitled to join the Local Government Pension Scheme. Further details can be provided on request.

Notice Period - The period of notice is 2 month/s.

Probationary Period - The appointment is subject to a six month probationary period.

Criminal Records – The Council is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the postholder and the circumstances and environment in which the role would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however, disqualify you from appointment, or result in dismissal if the discrepancy comes to light. A copy of our Policy for Employment of persons with criminal convictions can be viewed by [clicking here](#).

Safeguarding – Chelmsford City Council is committed to promoting the welfare and protection of children, young people and vulnerable adults. Even if your job does not involve working directly with children, young people or vulnerable adults you would be expected to keep your eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all. As part of this commitment the Council ensures that all jobs are reviewed and applicants successful at interview undergo a DBS check where necessary.

Employees who breach the Council's safeguarding policy or fail to follow safeguarding procedures will face investigation and possible disciplinary action, which could lead to dismissal and a criminal investigation.

Equal Opportunities – Chelmsford City Council is an Equal Opportunities Employer.

Benefits

UK Healthcare Cashplan: The Council pays for a healthcare cashplan for all Permanent members of staff who have successfully passed their probationary period.

Professional Fees: The Council will pay the annual subscription to one professional body if this is a requirement of the post.

Employee Assistance Programme: Available for all employees, this is a free confidential service provided by the Council offering expert advice, invaluable information, specialist counselling and support.

Season Ticket Scheme: Staff can apply for a loan to purchase season tickets for travel to work by train or bus. You will be given a cheque for the full amount of the ticket and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary. There are some terms and conditions, and the scheme is not open to all staff.

Staff Travel Plan: The Council's Staff Travel Plan contains a package of measures to reduce the use of private cars. It aims to promote walking, cycling, using public transport and car sharing. The Staff Travel Plan includes discounts such as 20% off season tickets. In addition there are shower and changing facilities, secure bike parking and parking spaces for car sharing. Regular Staff Travel promotions and events are held throughout the year.

Bike Loan Scheme: Staff can apply for a loan to purchase a bike or cycling equipment for travelling to work. An advance will be made via cheque (up to the value of £1000) and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary, which can save you up to 42%. There are some terms and conditions, and the scheme is not open to all staff.

Staff Discounts: Chelmsford City Council employees benefit from various discounts to many businesses in Chelmsford.

Subsidised Car Parking: Available for new employees, parking currently offered at Meadows Retail Multi-Storey.