

JOB DESCRIPTION & APPLICATION PACK



Post	Reporting To
Operations Technician	Operations Manager (Resources)
Office Base	Stornoway
Closing Date for all Applications	7 July 2021, 2pm
Interviews	27 July 2021, via Teams

23 June 2021

Dear Applicant

APPLICATION FOR EMPLOYMENT – Operations Technician

Thank you for your interest in applying for the post of Operations Technician, working as part of our Operations Team based in Stornoway.

We have pleasure in enclosing this application pack for this vacancy.

To apply, please submit a covering letter and your CV detailing your skills, knowledge and capabilities, paying particular attention to the Job Description and Person Specification requirements. We welcome hearing about your competency and experiences from both employed and voluntary roles. If you would like an informal discussion on any of these roles, please contact Claire Macleod, HR Adviser on hr@mgalba.com and we will arrange for a call at a mutually convenient time.

You should submit your application by 2pm on Wednesday 7 July 2021 to hr@mgalba.com. Any applications received after this date unfortunately cannot be considered.

Interviews will be held via Teams on Tuesday 27 July 2021.

Le dùrachd



Donald Campbell
CEO

ABOUT US

Who We Are

MG ALBA, Scotland's Gaelic Media Service, operates the Gaelic television channel **BBC ALBA** in partnership with the BBC. We are also responsible for [FilmG](#), in collaboration with Cànan Graphics Studio, and we deliver [LearnGaelic](#) in partnership with the BBC, Bòrd na Gàidhlig, Sabhal Mòr Ostaig and Bòrd na Ceiltis (Alba).

Our [Operational Plan for 2020/21](#) contains important information about our aims and objectives for this year.

Where We Are

We are based in Stornoway, with a presence in Glasgow and Inverness. The post of Operations Technician is based in the Stornoway facility.

Our Staff & Board

We employ 43 [staff](#) and have a [Board](#) of 9 members.

Working Environment

We work with an honest, open, interactive and collaborative approach. Everyone in our team is treated as an equal whose opinion counts. We all share as much information as possible so that all colleagues know how we are performing, how we all contribute to that and how we can be even better at what we do.



We are also proud to have achieved external accreditation including; listing on the *Broadcast Best Places to Work in TV* for the past five awards, the Silver Award by *Investors in People*, and the Gold Award for *Investors in Young People*. We are committed to ensuring the best health and wellbeing for our people and work with the *Healthy Working Lives Awards* to achieve this.

Corporate Social Responsibilities

As an organisation, we are fully committed to our Corporate Social Responsibilities in a variety of ways including through our Environmental Policy, our Recruitment Policy and in-kind contributions to the community and charitable organisations. We regularly provide free of charge expertise and equipment to local fundraising events, charity balls, quiz evenings, awards ceremonies, and also assist with the production of charity promotional videos, coverage of charity sporting events, cultural and educational workshops and film/Mod events.



Our Values

Our values are the key principles that guide the work we do. They determine our priorities and underpin the way we operate in all that we do.

Creativity

- We enable the creation of high-quality Gaelic content

Audience

- We are informed and inspired by our audience

Ambition

- We strive for and deliver excellence

Partnership

- We achieve through collaboration

Respect

- We listen; we encourage; we are fair

THE POST

Background

Gaelic media, like all other media, is undergoing significant change. This is both challenging and energising.

Our Operations Technicians work as part of the Operations Team carrying out a range of studio and post production tasks both within the broadcast facilities at MG ALBA and on location. The majority of the working week will consist of the editing and the mixing of audio for channel presentation material.

Training will be provided on specific aspects of the workflows in place to ensure you are fully equipped to carry out your duties.



People

Our ideal applicants will possess these core qualities:

- Willingness to be part of a busy & dynamic team
- Good at working under pressure
- Excellent interpersonal and communication skills
- A keen interest in TV production work
- Be a strong team player
- Have good attention to detail
- Willingness to commit to learning on the job, supported by professional development and external qualifications

APPLICATION INFORMATION

Key Dates

Applications Open	23 June 2021
Closing Date	7 July 2021
Interviews	27 July 2021, via Teams

Selection Process

The selection process is outlined in the [MG ALBA Recruitment Policy](#).

Selection Panel

Line Managers supported by the HR Adviser.

Equal Opportunities Monitoring

We are an equal opportunities employer and conduct monitoring on all recruitment and employment data. Please complete the enclosed monitoring form which is in line with current GDPR legislation.

Disabled Applicants

Applications from disabled applicants are welcome and we participate in the Guaranteed Job Interview Scheme for applicants self-assessed as having a disability and who meet the minimum essential criteria for a job vacancy and to consider them on their abilities.

Referees

2 referees will be required to be contacted upon acceptance of a conditional offer of employment. We will not contact referees without your consent.

Relationship to Board Member / Officer / Conflict of Interest

Relationships to board or staff members, or any actual or perceived conflicts of interest should be disclosed in the application.

GDPR

Personal data contained with your job application will be processed, retained and archived/destroyed in line with [MG ALBA's Privacy Notice](#).



MAIN TERMS AND CONDITIONS OF EMPLOYMENT SUMMARY

Grade	Grade B2
Salary	£22,742-£24,093 per annum
Annual Leave	25 days + 12 days public holiday
Pension	Defined Contribution Pension Scheme, MG ALBA contributes 10% of the basic annual salary, rising to 15% if the employee makes a contribution of 5%
Death in Service	4 x Annual Salary
Other Benefits	To encourage healthy lifestyles we offer a paid gym membership. We have family friendly & flexible working practices and offer a childcare voucher scheme

Occupational Sick Pay Scheme

Up to two years' service	1-month full pay and 1 month half pay, in a rolling 12-month period
After 2 years' service	2 months' full pay/2 months' half pay in a rolling 12-month period
After 3 to 4 years' service	3 months' full pay/3 months' half pay in a rolling 12-month period
After 5 years' service	4 months' full pay/4 months' half pay in a rolling 12-month period

Learning & Development

Each employee is required to have a Learning and Development plan which will enable them to become more effective in their job and fulfill their annual job objectives. Professional qualifications are encouraged.

Gaelic

Gaelic is the working language of MG ALBA. This post requires a strong level of proficiency in the language. Support will be given to all candidates who wish to further develop their engagement with Gaelic.

Further Information

For an informal discussion about any aspect of this role please contact hr@mgalba.com and we will arrange for a call at a mutually convenient time.

JOB DESCRIPTION

Job Title	OPERATIONS TECHNICIAN	Grade	B2	Weekly Hours	37
Objective	To provide support in a range of technical operations within the Operations Team delivering broadcast facilities at MG ALBA.				
Accountable to	Operations Manager (Resources)				
Responsible for	MG ALBA studio equipment and material for BBC ALBA. Training and development opportunities are provided to ensure that post holders can demonstrate competency across the range of duties within the department.				
Working relationships	The post holder is part of the Operations Team and will work with the Operations Manager (Resources) and the Operations Manager (Technology). The post holder must also work closely with the Content and Presentation team, the wider workforce at MG ALBA, suppliers, partners and clients.				
Key result areas	<ul style="list-style-type: none"> • Ensure that MG ALBA's studios are fully operational at all times • Working as part of a team ensuring that all equipment is functioning properly, and any faults are reported to the Operations Manager (Resources) and Operations Manager (Technology) • Committing enthusiastically to professional development, use of Gaelic in the workplace, objective setting and performance appraisals. Working in a learning environment opportunity will be provided to expand knowledge and experience of the role through formal and informal training, coaching and other work experiences. 				
Key tasks	<p>Audio Operations</p> <ul style="list-style-type: none"> • Use of Pro Tools software • Voice Over recording • Configuration of communications equipment <p>Vision Operations</p> <ul style="list-style-type: none"> • Operation of analogue and digital video routing equipment • Configuration and operation of video recorders and servers • Configuration and operation of vision mixers • Camera and monitor line up <p>QC</p> <ul style="list-style-type: none"> • Carry out manual and automated quality control processes and photo sensitive epilepsy checks on programme and interstitial material prior to transmission <p>Edit Suites</p> <ul style="list-style-type: none"> • Basic Editing of various media • Editing junction promotions • Media transcoding • Assist the Content Team with file deliveries, file conversions and promotional material for BBC Online • Edit support for projects and events e.g. FilmG, showreels, charitable work <p>Departmental Projects</p> <ul style="list-style-type: none"> • Camera kit assembly/assistant work for outside broadcast work and company productions, ensure production and director needs are met • Audio kit assembly/assistant work for outside broadcast work and company productions, ensure production and director needs are met 				

	<p>Quality & Standards</p> <ul style="list-style-type: none"> • Ensure compliance with Health & Safety legislation and best practice • Ensure MG ALBA equipment is in good working order at all times • Liaison with Content Team to ensure junctions are completed correctly and on time • Liaison with Clients to ensure continuity output is completed to BBC broadcast standards • Ensure that reasonable needs of clients are met at all times • Ensure all music used in promotions has been logged and accurate records kept • Ensure recording of studio programming is carried out in a professional manner • Training summer placement students in studio operations
<p>Core skills</p>	<p>The post holder should possess the following skill sets and competencies:</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Keen interest in television production. • The ability to work to and achieve targets. • Methodical approach to work and strong attention to detail. • Excellent organisational and planning skills. • Excellent interpersonal and communication skills (verbal and written). • Ability to build and maintain first class working relationships within MG ALBA and externally with clients, suppliers and partners. • Ability to prioritise workload, capability of working to tight deadlines and under pressure and possess resilience with a calm approach. • Ability to use own initiative and work unsupervised. • Ability to problem solve as required and anticipate issues in advance, providing solutions, recommendations and escalation as appropriate. • Ability to work flexible shifts, including some weekend work when required. • Good IT and administrative skills • Gaelic speaker (learning or fluent) <p><u>Desired</u></p> <ul style="list-style-type: none"> • Previous experience in a creative industry environment • Basic understanding of production technology • Experience with Pro Tools and Adobe Premiere Pro software, or similar • Broadcast / Production experience • A Media or Production qualification or relevant experience
<p>Time horizon</p>	<p>Permanent</p>