

JOB DESCRIPTION & APPLICATION PACK



Post	Project Engineer
Reporting To	Operations Manager (Technology)
Office Base	Stornoway
Closing Date for all Applications	1 April 2022, 5pm
Interviews	6 April 2022 Stornoway Office

23 March 2022

Dear Applicant

APPLICATION FOR EMPLOYMENT – PROJECT ENGINEER – FIXED TERM 12 MONTHS

Thank you for your interest in applying for our Project Engineer post.

We are looking for someone who is an experienced Project Engineer, with a positive attitude to work and excellent communication and interpersonal skills. The postholder should have engineering experience and a proven track record deliver on specific broadcast and production infrastructure projects. The post is for a fixed term of 12 months and is focused on delivery of projects enabling the migration away from traditional broadcast audio systems and towards IP / Cloud based audio infrastructure. In addition to this there will also be some video infrastructure projects and the role also will assume responsibility for the maintenance of legacy broadcast VTRs.

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 5pm on Friday 1 April 2022 to hr@mgalba.com. Any applications received after this date unfortunately cannot be considered.

Interviews will be held on Wednesday 6 April 2022.

Le dùrachd



Donald Campbell
CEO

ABOUT US

Who We Are

MG ALBA, Scotland's Gaelic Media Service, operates the Gaelic multiplatform media service **BBC ALBA** in partnership with the BBC. We are also responsible for FilmG and, in partnership with other bodies, [LearnGaelic](#) and [SpeakGaelic](#).

Our [Operational Plan for 2021/22](#) contains important information about our aims and objectives for the previous year.

Where We Are

We are based in Stornoway, with a presence in Glasgow and Inverness.

Our Staff & Board

We employ 44 [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 six awards, the Platinum 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* and *Investors in People We Invest In*

Wellbeing 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.

PROJECT ENGINEER POST

Background

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

This is a fixed term 12-month post providing project engineering support to enable the migration away from traditional broadcast audio systems and towards IP / Cloud based audio infrastructure. The post is based within our Operations Team in Stornoway. There will be a requirement for evening and weekend work and also travel to other locations.



People

Our ideal applicant will possess these core qualities:

- Willingness to be part of a busy and dynamic team
- Excellent interpersonal and communication skills
- Be motivated and a self-starter
- Excellent knowledge of all aspects of broadcast television, with focus on programme delivery chain, television production, comms, post production
- Strong knowledge of broadcast infrastructure particularly routers, vision and audio mixers, non linear audio and video post-production

The Role

The Project Engineer will report to the Operations Manager (Technology). Core elements of the role include:

- Rationalisation of existing linear audio systems
- Deployment of AES67 audio infrastructure
- Establish remote voice to picture recording processes
- Deployment of IP intercom systems alongside the existing intercom
- Build and deploy OB audio system to design
- Establish maintenance programme for legacy VTR's
- Reporting on project progress
- Participate in planning meetings for a range of projects

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

APPLICATION INFORMATION

Key Dates

Applications Open	23 March 2022
Closing Date	1 April 2022, 5pm
Interviews	6 April 2022

Selection Process

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

Selection Panel

Director of Strategy & External Affairs, Operations Manager (Technology) 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 D1
Salary	£33,500-£37,603 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 cycle to work 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	Project Engineer	Grade	D1	Weekly Hours	37
Base	Stornoway				
Objective	To provide the engineering expertise to deliver on specific broadcast and production infrastructure projects. The projects are primarily focused on the migration away from traditional broadcast audio systems and towards IP / Cloud based audio infrastructure. In addition to this there will also be some video infrastructure projects and the role also will assume responsibility for the maintenance of legacy broadcast VTRs.				
Accountable to	Operations Manager (Technology)				
Responsible for	<ul style="list-style-type: none"> • Technical delivery of broadcast infrastructure projects to an agreed project timeline • Supporting and maintaining a range of broadcast and IT equipment • Provide technical advice and expertise to operational and programme activities • Liaise with clients (external and internal) • Deploy permanent and temporary technical infrastructure to meet the ever-changing demands of MG ALBA. 				
Working relationships	<ul style="list-style-type: none"> • All areas of MG ALBA where technical resources are required • BBC • BBC ALBA Independent Producers • Technology vendors and equipment suppliers 				
Key result areas	<ul style="list-style-type: none"> • Implementation of systems to fit with the MG ALBA technology plan • Timely rectification of any technical issues • Technology projects commissioned to the required spec. 				
Key tasks	Working with the Operations Manager (Technical) to a defined project timeline: <ul style="list-style-type: none"> • Rationalisation of existing linear audio systems • Deployment of AES67 audio infrastructure • Establish remote voice to picture recording processes • Deployment of IP intercom systems alongside the existing intercom • Build and deploy OB audio system to design • Establish maintenance programme for legacy VTRs • Reporting on project progress • Participate in planning meetings for a range of projects 				
Core skills	<i>Essential</i> <ul style="list-style-type: none"> • A degree in a relevant technology discipline and/or relevant experience. • Excellent knowledge of all aspects of broadcast television, with focus on programme delivery chain, television production, comms, post production • Strong knowledge of broadcast infrastructure particularly routers, vision and audio mixers, non linear audio and video post-production • Knowledge of Telos Infinity and Trilogy Mentor communications • Deep understanding of traditional and IP Broadcast systems • Strong RF knowledge, links and radio talkback systems 				

	<ul style="list-style-type: none"> • Excellent knowledge and understanding of intercom systems • Understanding and experience of AES67, ST2020 & 2110 protocols • Proficient in the use of electrical supply systems • Proficient in use of broadcast IT systems • Practical approach to problem-solving to rectify faults and/or establish a 'work round' • Physically fit to manually move equipment to all appropriate locations • Able to plan tasks, prioritise effectively and manage own time • Willingness to educate, develop and mentor Operations Technicians, leading by example • Good communications skills • Able to work under pressure and meet tight deadlines • Comfortable with working at heights, in isolation and exposed to the weather • Fluent Scottish Gaelic speaker <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Dante certification 1-3 • Autocad skills • In service inspection and testing certification
Risk	<ul style="list-style-type: none"> • Under the MG ALBA Model of Risk Management, Risk is seen as everyone's business. • All postholders, therefore, have a responsibly to consider risk at all times including a responsibility to report/discuss any risks, perceived risks, risk mitigations and/or issues to their Line Manager or any Corporate Risk Group members. • Up to date monthly Risk Registers will be available to view on SharePoint and postholders are encouraged to read these on a regular basis. • All postholders should be prepared to consider Risk at staff appraisals and/or job chat times.
Time horizon	1 year contract Fixed Term