



## WORCESTER COLLEGE OXFORD

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Post</b>	Event AV Support Technician
<b>Department</b>	IT
<b>Reports to</b>	IT Manager
<b>Job grade</b>	5
<b>Date</b>	July 2025

#### The College

Worcester is one of the 39 constituent colleges of the University of Oxford. It occupies the 26-acre site on the western side of the city where the Benedictines first founded Gloucester College in 1283. The College aims to be forward-looking and has c. 400 undergraduates and c. 200 graduate students; of these 260 students live within the boundaries of the College itself, and a further 200 live in College accommodation located within 300 metres of the College Lodge.

Like all Oxford Colleges, Worcester is an independent self-governing institution regulated by the Charity Commission. The Governing Body comprises the Provost (Head of the College), who chairs it, and 54 further Fellows, one of whom holds the office of Tutor for Admissions: together they are responsible for the admission and tuition of students, for the welfare of all students and staff, and for the College's finances.

#### Job Purpose

This role will be to provide IT support, particularly regarding AV during out of office events, where required. These events are held on site at the Worcester College and usually hosted by the Provost.

#### Key Responsibilities

The jobholder will be responsible for:

- Coordinating with the College Events team and IT team to prepare and organise support for daytime or evening events each week. Events may include seminars, workshops, conferences, recorded presentations and student events
- Being present during agreed events where support is requested to assist presenters or event organisers with using AV controls or equipment
- Managing Microphone Levels and Choice: Ensure optimal sound quality during events by managing microphone levels and selecting the appropriate microphone based on the event's requirements
- Camera Layout: Set up and manage the camera layout in the room to ensure optimal video coverage of the event

- Event Recording: Record the event using the built-in Panopto recording system, ensuring all key moments are captured
- Troubleshooting: Provide simple troubleshooting or workarounds for any technical issues that arise during the event, ensuring minimal disruption to the proceedings. (Training for this will be provided by the IT team)
- Screen Sharing: Assist presenters with screen sharing during presentations, ensuring all attendees can clearly see the shared content
- Checking and testing equipment in events spaces to ensure they are functional. Raising any concerns or issues with the IT team
- Providing workarounds for event needs if there is an issue with equipment or limitations on the systems
- Provide point of reference for less experienced College staff and assist with training where necessary

## General obligations

### On a personal basis, you are expected to:

- take responsibility for your own personal development and be willing to undertake training to improve your performance and knowledge
- provide the highest quality services and work to continually improve standards
- comply with the College's Equal Opportunities Policy and treat staff, students, colleagues and potential employees with dignity and respect at all times
- understand your responsibilities under Worcester College's policies and procedures and ensure that you comply with them
- perform duties not specifically identified in the job description but which are in line with the general responsibilities of the post

*The job description may from time to time be amended by the College and in addition to the duties set out in it, you may be required to undertake additional or other duties within your professional capabilities as are necessary to meet the needs of the College.*

## Person Specification

Candidates will be assessed based on the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work, candidates may wish to give examples from study, voluntary work or skills gained in their family or social life.

Criteria	Essential	Desirable
Qualifications		
No formal qualifications required.		
Skills, Experience & Knowledge		
<ul style="list-style-type: none"> <li>• Experience and good understanding of audio-visual equipment and software.</li> <li>• Basic understanding of IT systems</li> </ul>	Y Y	

<ul style="list-style-type: none"> <li>• Strong attention to detail, with the ability to understand &amp; interpret technical instructions</li> <li>• Ability to troubleshoot basic technical issues relating to display and audio settings on multiple operating systems</li> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to organise your own work load and take initiative as appropriate</li> <li>• General IT skills.</li> </ul>	Y Y Y Y Y	
Personal Qualities		
<ul style="list-style-type: none"> <li>• Ability to work well under pressure during live events and be calm when issues arise</li> <li>• Professionalism when working with senior members of staff and important external guests</li> </ul>	Y Y	

## APPLICATION AND APPOINTMENT PROCEDURE

Please apply on the website by **12.00 noon on Friday 19<sup>th</sup> September 2025**.

Applications should comprise of:

- a completed application form (including the names and addresses of two referees)
- a CV

Applicants are also asked to fill out the **Equal Opportunity Monitoring Form**, via the link below  
<https://forms.office.com/e/AhFajBYFU>

**Late applications will not be accepted.**

Informal enquiries may be made to the IT Manager, Hamayun Minhas  
[Hamayun.minhas@worc.ox.ac.uk](mailto:Hamayun.minhas@worc.ox.ac.uk)

Appointments will be subject to the provision of proof of the right to work in the UK. To comply with UK employment legislation successful candidates will be required to provide documentary evidence of their eligibility for employment before starting work with the College. Further information is available at <https://www.gov.uk/browse/visas-immigration>.

In 2017 the Governing Body of Worcester College made a formal commitment to building a more socially and culturally diverse community. As part of our diversity strategy, we are actively seeking excellent candidates from groups which are under-represented on our staff: Black and minority ethnic candidates, and women of all ethnicities.

Please note that any personal data submitted to the College as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the College's Privacy Notice for Job Applicants at: <http://www.worc.ox.ac.uk/about/policies-and-procedures/privacy-gdpr>.