

# Position Description

Position Details			
<b>Position title</b>	Audio Visual & Production Technician	<b>Position number</b>	PD853
<b>Group</b>	Recovery, Rebuilding and Resilience	<b>Previous position numbers</b>	N/A
<b>Section</b>	Economic Development	<b>Reports to</b>	Civic Centre Coordinator
<b>Area</b>	Bega Valley Commemorative Civic Centre	<b>Evaluated / approved by</b>	Daniel Murphy
<b>Team</b>	N/A	<b>Version number</b>	July 2020
<b>Position level code</b>	6 Line Staff		
<b>Position statement</b>	Assist in the planning and delivery of audio-visual requirements for the Bega Valley Commemorative Civic Centre; including stage productions, events, functions and other performing arts related activities.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Operational	<ul style="list-style-type: none"> <li>Complete site visits and liaise with clients to determine their event requirements for audio-visual and technician support.</li> <li>Setup, operate, and pack down audio visual equipment and audio-visual infrastructure for events held in the BVCCC.</li> <li>Assist in supervision of contractors providing technical services for events.</li> <li>Liaise with BVCCC Coordinator to developing strategies and planning for meeting future audio-visual equipment and technology needs.</li> <li>Providing direction to team members for day-to-day operations in the technical area as per event requirements.</li> <li>Assist with other assigned duties within the scope of the role as required.</li> </ul>	<ul style="list-style-type: none"> <li>Work is undertaken in accordance with Council's Customer Service Charter.</li> <li>Ensure audio-visual assets and areas are maintained, functional and of industry standard, in accordance with BVSC policies and procedures.</li> <li>Work environment, equipment, and venue is maintained in accordance with Council's WHS requirements.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>Record and maintain client communications and documentation.</li> <li>Provide technical briefs and/or plans and specifications for events, audio-visual upgrades and projects as assigned.</li> <li>Prepare reports and correspondence as required.</li> <li>Perform inventory management of equipment, wirings, and accessories.</li> <li>Prepare and maintain effective documentation for audio-visual equipment and systems.</li> </ul>	<ul style="list-style-type: none"> <li>Improvement of audio-visual service quality and operational processes.</li> <li>Implementation of procedures relating to audio visual and client support.</li> <li>Reports and correspondence are comprehensible and produced in a timely manner.</li> <li>Customers are dealt with in an appropriate manner and provided with correct and timely information.</li> <li>SWIMS &amp; SWOPS are developed and maintained for the technical department.</li> </ul>

General Position Requirements	
Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> <li>You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.</li> </ul>
Risk management, Work Health and Safety	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislatives and regulatory requirements.</li> </ul>

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## General Position Requirements

Key area	Expected Behaviours
Equal Employment Opportunity	<ul style="list-style-type: none"> <li>You work according to BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>When required to purchase and procure supplies you use the correct organisational processes and procedures.</li> </ul>

## Our Values Commitment: PLaCE

### We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate  We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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## Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> <li>You conduct yourself in the workplace according to our PLaCE values.</li> <li>You show respect for all employees, acknowledging the importance of diversity in the workplace.</li> <li>You work safely and support your colleagues to also work safely.</li> <li>You work well with people who have different ideas, perspectives and backgrounds.</li> </ul>
Learning is important	<ul style="list-style-type: none"> <li>You attend all mandatory training and learning events.</li> <li>You seek to learn from your colleagues including looking for mentoring opportunities.</li> <li>You review your own performance and ask for feedback to learn and improve.</li> <li>You look for and suggest better ways of doing things in the workplace.</li> <li>You actively participate in team meetings.</li> </ul>
Can do	<ul style="list-style-type: none"> <li>You take pride in your own work and that of your team members.</li> <li>You understand who your stakeholders are and why they matter.</li> <li>You are willing to go the extra mile for stakeholders and act upon their feedback.</li> </ul>
Engaging the whole organisation is important	<ul style="list-style-type: none"> <li>You understand our organisation's goals and how your job fits into the wider Council picture.</li> <li>You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line').</li> </ul>

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## Knowledge, Skills and Qualifications

### Skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated 5 years' experience in professional theatrical production, event and entertainment industry.
- Demonstrated ability and experience in all aspects of stage rigging, lighting, AV and other technical systems.
- Demonstrated ability to prioritise own work and to work in an autonomous manner.
- Demonstrated experience in project management and time management.
- High level written and verbal communication skills including the ability to liaise effectively with internal and external stakeholders.
- High level of competence in the use of computer applications including (but not limited to) Microsoft Office suite and CAD based programs.
- Additional skills, knowledge and qualifications that may be applicable to this position, such as specialist training, qualifications, work experience.

### Qualifications and licences

- Dogging High Risk Work (HRW) Licence (Class DG)
- NSW Licence to perform rigging basic level
- HLTAID003 Provide First Aid
- Working with Children Check
- National Police Check
- Current NSW Class C Drivers Licence

## Conditions of Employment

<b>Status</b>	Casual	<b>Hours per weeks</b>	Variable
<b>Award classification</b>	Band: 2	Level: 1	<b>Award</b>
<b>BVSC grade</b>	5		
<b>Pattern of work</b>	Variable		
<b>Special requirements</b>	<input checked="" type="checkbox"/> Weekend Work <input checked="" type="checkbox"/> Evening Work <input checked="" type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input type="checkbox"/> Other: Enter details of any other special requirements of this position.		

## Delegations

<b>Staff</b>	Number of direct report positions: Nil	Staff span of control: 0
<b>Budgetary</b>	\$Nil	
<b>Purchasing</b>	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Purchase card limit: \$Nil	
<b>Statutory</b>	As per BVSC Register of Delegations	
<b>Security</b>	Access to BVCCC 24 hours/7 days a week	

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Benefits	
<b>Motor vehicle</b>	Not applicable
<b>Information technology</b>	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other:
<b>Telecommunications</b>	<input checked="" type="checkbox"/> Desk Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>
<b>Workwear</b>	<input checked="" type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Workwear; safety boots; glasses

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## Model Job Demands Checklist

*Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to [workplacewellbeing@begavalley.nsw.gov.au](mailto:workplacewellbeing@begavalley.nsw.gov.au).*

**Job title:** Head BVCCC Audio Visual Technician

**PD Number(s)** PD853

**Completed by** Name: Georgina Pearce

Date: 24/06/2020

Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	
Sitting at desk	Yes	
Standing for long periods <i>if yes, please indicate length in hours</i>	Minimal Likelihood	
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	
Moderate Lifting/Carrying (10-15kg)	Yes	
Heavy Lifting/Carrying (16kg and above)	No	<i>Note- If yes manager/coordinator to liaise with WHS Officer</i>
Climbing	Yes	
Bending	Yes	
Kneeling/Squatting	Yes	
Reaching	Yes	
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Yes	
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Yes	

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Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Minimal Likelihood	
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	No	
Walking whilst pushing/pulling object	Yes	
Works outdoors <i>majority of work is outdoors</i>	No	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>
Works in a customer service environment	Yes	
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	No	
Working at heights <i>if yes this must also form part of position description</i>	Minimal Likelihood	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	No	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	No	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	No	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminants"</i>

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Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	No	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	No	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
<b>Vehicle/Plant/Equipment</b>		<b>Notes</b>
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	No	
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
<b>Cyclic Workload</b>		<b>Notes</b>
Peaks and Troughs	Yes	
Frequent overtime	No	
Rostered shift work	Yes	
<b>Psychological Demands</b>		<b>Notes</b>
High turnover of work	Yes	
Tasks involving interacting with distressed people	Minimal Likelihood	

## Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PIIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.