



Job title	VIP Studio Manager	Job family and level	Technical Services Level 4
School/ Department	Department of Cultural, Media and Visual Studies	Location	Virtual and Immersive Production Studio, King's Meadow Campus + on location at exhibition sites where appropriate.

Purpose of role

Your role is to provide specialist technical support to the Virtual and Immersive Production Studio, specifically the academic members of staff who deliver research, knowledge exchange and postdoctoral project supervision within the space. This role will include the development of bespoke risk assessments and include responsibility for Health and Safety within the facility. You will work closely with the studio leadership team to plan and oversee the day-to-day running of the Virtual and Immersive Production Studio.

You will provide technical supervision, oversee training and induction in the use of all equipment within the facility. Your role is varied and involves communicating with a wide range of people across the University and liaising with colleagues across the Faculty, Health and Safety Department and the Digital and Technology Services team to ensure maintenance of best practice and knowledge in technical skills and health and safety regulations.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Providing and overseeing the provision of specialist technical support to the Virtual and Immersive Production Studio</p> <ul style="list-style-type: none"> ▪ Work with Virtual and Immersive Studio Director and Creative Directors, and liaise with Central Service colleagues, monitoring progress to meet research, KE and any commercial performance indicators. ▪ Deliver the day-to-day technical support for all users of the VIP Studio facility, ensuring that all the relevant work objectives and standards applicable to the role are met as required; ▪ Support research, residencies, knowledge exchange leading to impact and commercial project-based activities in the VIP Studio (and associated facilities), and in other locations as required (including during external exhibitions of VIP projects); ▪ Provide onsite technical support and induction for external users of the facility including guidance and support to staff, partners or commercial 	30%

	<p>users, as required, as a recognised source of technical and experimental expertise.</p> <ul style="list-style-type: none"> ▪ Manage day-to-day operations, allocating work/responsibilities where applicable across a team, and all aspects associated with these operations (may include supervision of non-technical staff and involvement in performance meetings). ▪ Provide demonstrations of the laboratory facilities to visitors and prospective users from business and other project partners as required. 	
2	<p>Specialist Advice</p> <ul style="list-style-type: none"> ▪ Act in a consultant capacity and as a recognised source of technical and/or experimental expertise, advising both internal and external contacts on the development and application of specialist virtual and immersive technologies, emerging work flows, novel procedures and practices. ▪ Provide technical guidance and advice to solve complex research or practical challenges and/or in the support of grant applications and in the contribution to research publications. ▪ Represent the area of expertise at meetings and on committees as required. 	20%
3	<p>Health and Safety</p> <ul style="list-style-type: none"> ▪ Act as the Health and Safety lead for all VIP Studio based research, KE and commercial activity. ▪ Develop and maintain risk assessment protocols for the facility. ▪ Undertake regular review and audit of existing procedures to ensure adherence to University policies and guidelines ▪ Undertake risk assessments for all activity within the studio and for the use of all equipment ▪ Ensure that students and staff are appropriately inducted and trained in the safe use of equipment, creating and recording the associated documentation to ensure the VIP Studio complies with work related legal and health and safety standards as well as GDPR (General Data Protection Regulation) compliance. ▪ Ensure the security of equipment and resources within VIP Studio and any adjoining areas. 	25%
4	<p>Demonstration and Training</p> <ul style="list-style-type: none"> ▪ Develop health and safety induction and training materials ▪ Develop equipment induction and training materials ▪ Undertake demonstration and training sessions for staff, research students, partners and clients as required. 	10%
5	<p>Conduct complex practice-led research</p> <ul style="list-style-type: none"> ▪ Play an active role in complex practice-led research activities deploying innovative technologies. ▪ Contribute to the interpretation of the project outcomes in support of new research and further postdoctoral and/or postgraduate learning opportunities. ▪ Support the dissemination of novel insights, case studies, workflows and applications of virtual and immersive production technologies and techniques. 	10%
7	<ul style="list-style-type: none"> ▪ Any other duties appropriate to the grade and role. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Proven analytical and technical problem-solving skills. ▪ Excellent oral and written communication skills, to enable the identification and understanding of staff/student requirements. ▪ Ability to assess and organise resource effectively recognised from previous project management experience. ▪ Ability to adopt a methodical approach to prioritising work in order to achieve deadlines. ▪ Excellent customer relation skills. ▪ Ability to build effective working relationships and collaborate with others both internally and externally. 	<ul style="list-style-type: none"> ▪ Budgetary management skills
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of providing quality technical support while working under pressure. ▪ Proven technical and/or experimental expertise in virtual and immersive production practices. ▪ A sound understanding of health and safety regulations and the implications of non-compliance. ▪ Ability to identify and manage risks to enable effective project delivery. 	<ul style="list-style-type: none"> ▪ Ability to understand, conceptualise and interpret the technical and/or experimental requirements of staff, partners and clients.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Minimum HNC or equivalent, plus substantial work experience in a relevant role or Proven track record with extensive work experience in a relevant technical or scientific role. 	<ul style="list-style-type: none"> ▪ Additional qualifications in a relevant area and/or laboratory skills e.g. health and safety.



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

