
Summary

Job title	Event AV & IT Support Specialist
College	Reuben College
Location	Central Oxford
Grade and salary	Grade 5: £28,759 -£33,966 per annum pro rata
Hours	Variable hours (hours primarily late afternoon and evenings, some weekend work maybe required approximately 4-6 hours a week)
Contract type	Fixed term until 31 July 2025
Reporting to	Head of IT
Vacancy reference	174625

The role

Reuben College was established as a graduate society of Oxford University in 2019 and is named in recognition of a generous gift from the Reuben Foundation. It is located at the heart of Oxford, next to the Museum of Natural History, in an extensively refurbished historical building.

You will be present during organised events to provide technical support to college members and external event organisers by using your knowledge of the AV available in each space and providing basic solutions to issues during events (training on the AV systems in the College will be provided).

This is a permanent variable hour contract. There are no fixed weekly hours but it is estimated the post holder will be needed to provide support 4-6 hours a week. The College holds a regular event each Tuesday in term time you will be expected to support and the other hours will be agreed no later than a week in advance.

Responsibilities

- Coordinate 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
- Be present during agreed events where support is requested to assist presenters or event organisers with using AV controls or equipment

- **Manage 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
- **Check and test equipment in events spaces** to ensure they are functional. Raising any concerns or issues with the IT team
- **Provide 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
- **Undertake any necessary training identified and continuing professional development** in order to stay up-to-date professionally (including annual information security and data privacy training) and participate in an annual review of professional development and performance
- **Follow & adhere to University & College regulations** such as: health & safety, Information security & data privacy and equality & diversity

The exact nature of the post and duties within it, may be subject to on-going review and adaptation in response to changing internal and external factors.

Selection criteria

Essential selection criteria

- Experience and good understanding of audio-visual equipment and software
- Basic understanding of IT systems
- Ability to work well under pressure during live events and be calm when issues arise
- Be professional when working with senior members of staff and important external guests
- Strong attention to detail, with the ability to understand & interpret technical instructions
- Ability to troubleshoot basic technical issues relating to display and audio settings on multiple operating systems
- Excellent communication and interpersonal skills
- Ability to organise your own work load and take initiative as appropriate
- IT skills including a knowledge of Word, Excel and PowerPoint programs

Desirable selection criteria

- Knowledge and experience of working in a Higher Education environment.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

College

Reuben College was established as a graduate society of Oxford University in 2019, and is named in recognition of a generous founding gift from the Reuben Foundation. Admitting its first 130 students in October 2021, the College is dedicated to fostering interdisciplinary exchange within an inclusive and impact-oriented academic community. In its first years, the College's academic interests cluster around four themes, one each from the University's four Divisions: Artificial Intelligence and Machine Learning, Environmental Change, Cellular Life, and Ethics & Values. From the start of the 2023/24 academic year, the College will be based in newly refurbished premises in the former Radcliffe Science Library, adjacent to the Museum of Natural History in Parks Road. The College has a single accommodation block for c. 100 students. Increasing its supply of student accommodation is one of the College's priorities.

Over the next 5 years, the number of students will increase to 650 full and part-time students studying for both Masters and DPhil degrees, and the long-term staffing structure will be established. The College is a Graduate Society of the University and as such is governed by its financial policies and procedures, including its banking and payroll functions. The College's financial transactions are recorded in the University's Oracle Financials System which also drives its financial reporting. The College's annual budget and quarterly forecasts are prepared in the University's Budgeting & Forecasting Tool. In addition, the College operates a number of its own systems which facilitate student payments on tuition fees, rental and other charges.

In the medium term, the College is planning to become an independent entity, established by Royal Charter, akin to the other 38 colleges of Oxford University. Independence will necessitate a major review of the College's financial systems and procedures, and it will no longer be governed by central University regulations and procedures.

For more information please visit: [Welcome to Reuben College | Reuben College \(ox.ac.uk\)](#)

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at

human.resources@reuben.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>