



## **Welcome to our information pack for the post of:**

### **Archive Support Engineer (Fixed-Term to 31 March 2017)**

The following information is provided to assist your application. Information about the BFI can be found on our website: [www.bfi.org.uk](http://www.bfi.org.uk) with information specifically about job vacancies at [www.bfi.org.uk/about-bfi/job-opportunities](http://www.bfi.org.uk/about-bfi/job-opportunities)

- |   |            |
|---|------------|
| 1. Welcome and how to apply:  | Page 2     |
| 2. The advert   | Page 3     |
| 3. The package  | Page 4     |
| 4. The BFI<br>Plus link to our 2013/14 BFI Annual Review<br><a href="http://www.bfi.org.uk/about-bfi/annual-review-management-agreement">http://www.bfi.org.uk/about-bfi/annual-review-management-agreement</a> | Page 5     |
| 5. The role   | Pages 6-8  |
| 6. BFI Organisation Chart   | Page 9     |
| 7. Collections & Information: Conservation<br>Organisation Chart  | Page 10-11 |

## **Welcome to our information pack for the post of:**

### **Archive Support Engineer**

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time. The post of Archive Support Engineer will play a crucial role to ensure our success going forward.

#### **1. How to Apply:**

To apply please click the *Apply Online* button and complete our online application form, including a supporting statement setting out what you can bring to the role and how you meet the criteria of the person specification. The application also includes our equality & diversity monitoring form.

You will not be able to upload additional documents as part of the online application process so please ensure all information requested is included clearly.

Please submit your online application by **midnight on Tuesday 24<sup>th</sup> May 2016**

First interviews will be held on **Tuesday 31<sup>st</sup> May 2016**.

If you have any questions or want to discuss the post please contact me at [Charles.Fairall@bfi.org.uk](mailto:Charles.Fairall@bfi.org.uk).

Again, many thanks for your interest and I look forward to receiving your application.

**Charles Fairall**  
**Head of Conservation**

## 2. Job Advert

**BFI**  
**Archive Support Engineer**  
**(Fixed-Term to 31 March 2017)**

**Salary £28,482 - £33,321 per annum**

We are looking to recruit an Archive Support Engineer on a fixed-term basis to join the Conservation team as soon as possible.

This exciting role will provide expert engineering and technical support, maintaining and sustaining the diverse range of audio visual equipment, both analogue and digital, to meet a wide range of exciting archive objectives and projects.

If you are fascinated with machinery and technologies, backed up by relevant qualifications and professional experience gained at a practical level, this role will involve working with electronic and electro-mechanical equipment and associated systems vital to the preservation of one of the world's greatest collections of film and television. You will require strong technical aptitude and possess the necessary skills and knowledge to diagnose faults and repair equipment, working at component level. The ideal candidate will already have excellent knowledge of current and legacy video, audio, digital, television and film systems, spanning all historic technologies, although expert skills and knowledge exist within the team to support this role.

The role is based at the BFI National Archive in Berkhamsted (nearest station is Berkhamsted) and is to start as soon as possible.

You will enjoy benefits such as our BFI pension scheme, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

The closing date for applications is **midnight on Tuesday 24<sup>th</sup> May 2016.**

First interviews will be held on **Tuesday 31<sup>st</sup> May 2016.**



*We support diversity and inclusion*

### **3. The package - salary and benefits**

All roles at the BFI are individually evaluated. Each pay scale comprises of 5 points, with a 4% increase between each point. Incremental advancement is performance based which is assessed each year. Each year a 4% increase can be gained until the maximum point of the salary scale is reached. This role is graded at Level 2B and the salary points for this grade as at 01 April 2015 are:

£28,482 (minimum)  
£29,619 (point 2)  
£30,807 (point 3)  
£32,037 (point 4)  
£33,321 (maximum)

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role, if that is higher than our minimum point.

#### **Staff Benefits**

At the BFI we offer a wide range of benefits to staff including:-

- BFI defined contributions pension scheme
- 28-33 days annual leave
- Free tickets to BFI Southbank events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- Childcare Voucher scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% staff discount at Benugo – Riverfront, and 20% staff discount at Benugo – Bar and Kitchen, at BFI Southbank
- 70% staff discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% staff discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

*Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review and withdraw benefits as appropriate.*

## Staff Engagement

The BFI takes our responsibility to engage and develop staff seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager
- Meetings are held regularly at Directorate, Department, team and individual level with 'all staff' events from time to time
- A staff engagement survey is conducted regularly to see how we are doing

## 4. The BFI

The BFI is the lead organisation for film in the UK. We are a Government arm's length body and distributor of Lottery funds for film.

The BFI was founded in 1933 and our mission is to ensure that film is central to our cultural life, in particular by supporting and nurturing the next generation of filmmakers and audiences. We combine cultural, creative and industrial roles, bringing together the BFI National Archive and BFI Reuben Library, film distribution, exhibition at BFI Southbank and BFI IMAX, publishing and festivals with Lottery funding to film production, distribution, education, audience development and market intelligence and research. We provide Lottery funding for training and education through partners such as Creative Skillset and we have strategic partnerships for film across the devolved nations and funding in the English regions. We are responsible for UK film certification, which is the gateway to the UK film tax credit, for the Creative Europe Desk UK and for promoting British film and talent internationally.

In October 2012 we launched *Film Forever*, our strategic plan for film for 2012-2017: [www.bfi.org.uk/about-bfi/policy-strategy/film-forever](http://www.bfi.org.uk/about-bfi/policy-strategy/film-forever). The plan sets out our vision and initiatives for achieving it. Our strategy is based around three priorities:

- Expanding education and learning opportunities and boosting audience choice across the UK;
- Supporting the future success of British Film; and
- Unlocking film heritage for everyone in the UK to enjoy

The BFI is a registered charity governed by Royal Charter.

## 5. The Role

### Job Description

<b>Department:</b>	Collections & Information
<b>Post:</b>	Archive Support Engineer (1FTE to March 2017)
<b>Grade:</b>	2B
<b>Based:</b>	BFI Conservation Centre, Berkhamsted. Travel to other BFI sites as required.
<b>Accountable to:</b>	Head of Conservation
<b>Main contacts:</b>	Technical Operations and Engineering Manager; Digital Preservation Engineer; Film and Video Preservation Engineers; Conservation Centre Team Leaders; Archive Projects Manager; Health & Safety, Sustainability & Risk Manager

### Main Aims

Provide practical engineering and technical support to the *Unlocking Film Heritage* project, assisting in the maintenance of a diverse range of current and legacy audio visual equipment. Assist with the archive's transformation to digitisation and digital delivery.

### Key Responsibilities

Servicing and repairing the diverse range of analogue and digital technologies necessary to support the BFI National Archive's audio visual collections.

Ensuring that suitable equipment and associated systems are available and serviceable to meet *Unlocking Film Heritage* and future project objectives.

Working closely with relevant colleagues to ensure that all operational equipment is regularly tested in regards to health & safety and care of the collections.

Maintaining inventories for audio visual equipment, ensuring rationalised stocks of spare parts and machines, with regularly updated documentation for both status and location of individual items.

Engage with archive engineering colleagues to ensure that key information and practices concerning legacy audio visual technologies are well documented to help sustain expertise in a field of declining external support.

Communicating with technical colleagues across all BFI departments and relevant external service providers to promote collegiate working practices and an up to date understanding of the particular challenges presented by technology obsolescence.

## **Person Specification**

### **Minimum Requirements**

- Higher education qualification in a relevant technical/engineering discipline or demonstrable experience working at a practical level to maintain complex electronic and electro-mechanical equipment and associated systems.
- Strong technical aptitude, possessing skills and knowledge for diagnosing faults and repairing/aligning legacy technologies and equipment at component level.
- In depth knowledge of current and legacy video, audio, digital, television and film systems, spanning all historic technologies.
- A good understanding of the issues relating to the sustainability of legacy audio visual technologies and the challenges associated with hybrid analogue/digital delivery.
- Appreciation of databases and object tracking processes.
- Works constructively, proactively and flexibly both as an individual and as a part of a team; helps develop the team by sharing information and knowledge.
- Excellent organisational skills with the ability to prioritise to meet deadlines.
- Excellent communication skills with the ability to deal effectively with people at all levels.
- Practicable application of Microsoft Office.
- A demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment.
- Ensures that duties are carried out with due regard to health and safety and equal opportunities policy.
- Helps maintain and promote the professional standing of the department and the BFI at all times.
- A commitment to continual professional development.

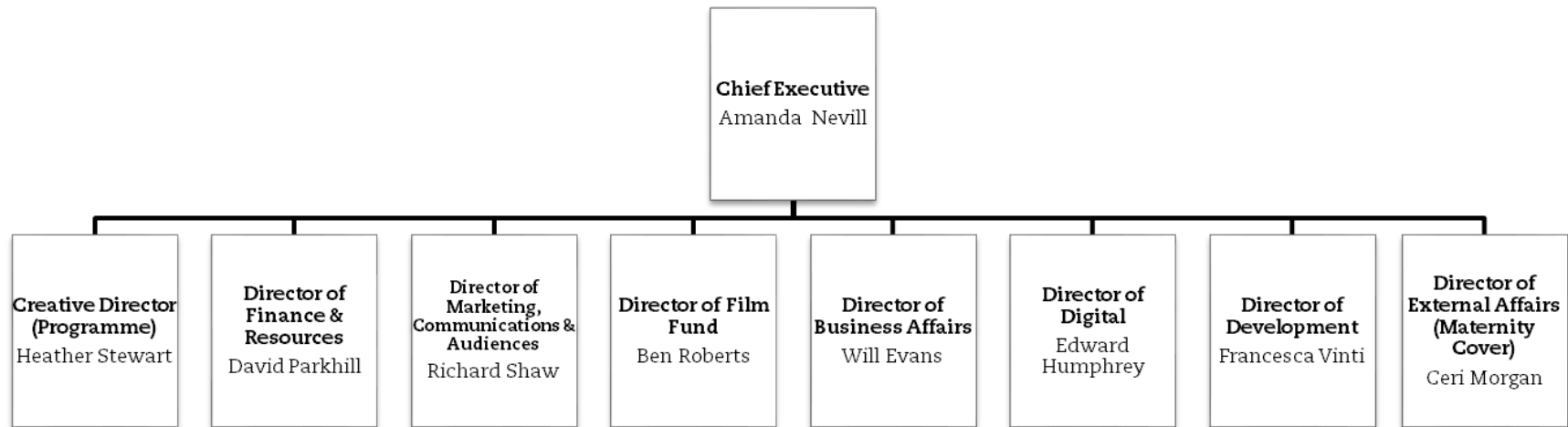
The postholder must at all times carry out his/her duties with due regard to the BFI's policies and procedures.

**May 2016**

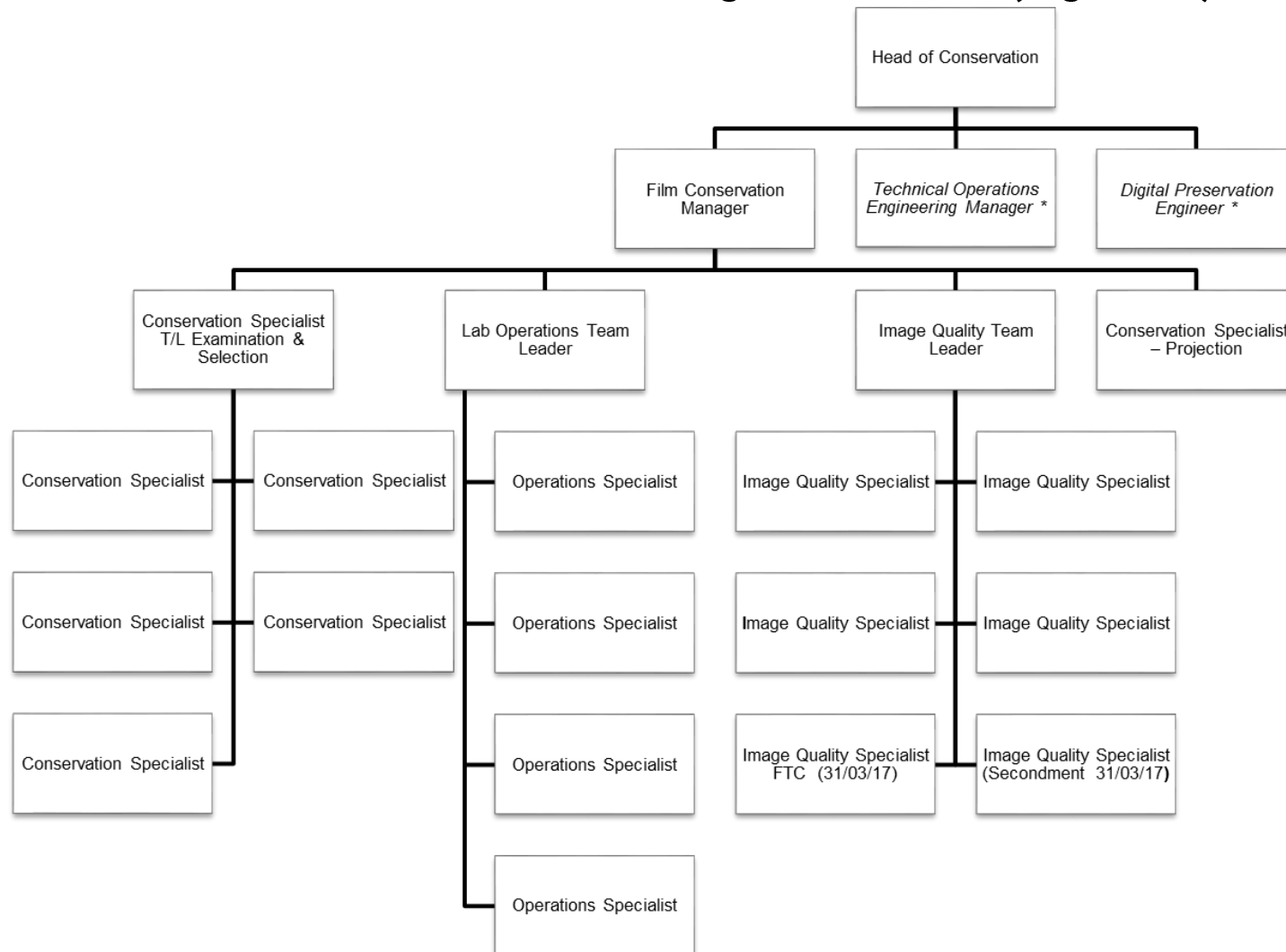
Charles Fairall  
Head of Conservation



## 6. BFI Executive Structure:



## 7. Collections & Information: Conservation Organisation Chart (Page 1 of 2)



## Collections & Information: Conservation Organisation Chart (Page 2 of 2)

