



## JOB DESCRIPTION

<b>Job Title:</b>	Resource Coordinator Technician
<b>Department / Unit:</b>	StoryFutures/Media Arts
<b>Job type</b>	Part-Time, Fixed Term
<b>Grade:</b>	Grade 6
<b>Accountable to:</b>	Senior Technician, StoryFutures
<b>Accountable for:</b>	None
<b>Purpose of the Post</b>	
To provide operational, advisory and technical support to staff and external partners using technical resources administered by the StoryFutures (SF) and StoryFutures Academy (SFA) project, and use exceptional organisational skills to plan the logistics and strategies of handling multiple workshops, initiatives and activity schedules happening concurrently.	
<b>Key Tasks</b>	
Managing equipment bookings for all workshops, initiatives, activities and facilities administered by SF and SFA. This includes liaising with project leaders, technical staff and external partners in order to create realistic schedules; taking into consideration activity prioritization, operational needs and available resources using the department's bespoke scheduling software.	
Handling and maintaining a prompt response to all bookings, enquiries and advice requested by email, phone and in person.	
Providing operational advice and one-to-one sessions to assist staff and external partners with immersive equipment and supported workflows. This includes recommending suitable items for different practical applications and advising on safe working methods.	
Running safe and secure procedures for storing and operating equipment, in line with Health and Safety regulations, such as Manual Handling and Risk Assessments. This includes preparing all requested kits for collection, issuing printed loan agreements, managing loan records on file, processing all returns, checking for missing components, testing kit for fault/damage, fixing items and liaising with suppliers or manufacturers regarding repairs and replacements when necessary.	
Handling SF and SFA procurement via the University's finance system; liaising with suppliers, creating purchase orders, maintaining records and filing invoices. This includes purchase of consumables, and service repairs/recovery.	

Other duties:

- Training new members of staff on the workflow of the StoryFutures equipment, as well as on the bespoke booking system for equipment.
- Assisting technical staff with setting up, testing and documenting new equipment.
- Aiding in setting up and operating equipment for live events, demos and open sessions.
- Occasionally working off site when specific equipment needs arise.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Director of StoryFutures
- StoryFutures and Media Arts technical staff
- Academic staff and university support staff
- StoryFutures admin team
- External partners and associated SMEs
- Other College agencies, particularly in Professional Services