



## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

| <b>Job Title: Resource Coordinator Technician</b>  |                  |                  |  |
|--|------------------|------------------|--|
|  | <b>Essential</b> | <b>Desirable</b> | <b>Tested by</b> (Application form, Interview) |
| <b>Knowledge, Education, Qualifications and Training</b>   |                  |                  |  |
| Minimum GCSE level of education/training, particularly in literacy, numeracy, technology and creative arts                             | x                |                  | Application/certificates                       |
| Health and Safety and/or risk assessment management training   | x                |                  | Application/certificates                       |
| Vocational training and experience relevant to VR/AR production / immersive technologies AND/OR professional film and video production |                  | x                | Application/certificates                       |
| <b>Skills and/or Abilities</b>   |                  |                  |  |
| Exceptional resource scheduling skills, allocating specific technical resources for specialist requirements                            | x                |                  | Test   |
| Excellent communication skills, both verbal and written in explaining new technologies to users  | x                |                  | Interview                                      |
| Confident in operating and demonstrating VR/AR technologies and professional digital video production equipment                        | x                |                  | Interview                                      |
| Ability to work calmly and effectively when stakeholders are under pressure to hit their deadlines                                     | x                |                  | Interview                                      |
| High level of ability to use office IT systems (e.g. Microsoft Office) for correspondence, reports, spreadsheets, etc.,                | x                |                  | Application                                    |
| Physically capable of manual handling involving lifting, carrying, pushing and pulling heavy equipment.                                | x                |                  | Demonstration                                  |
| Ability to organise and store equipment and accessories in a systematic, safe, secure, and tidy manner.                                | x                |                  | Interview                                      |
| Ability to prepare, process and track purchase orders and expenditure  | x                |                  | Interview                                      |
| Ability to diagnose and fix technical problems with software and hardware  | x                |                  | Test   |

|  |   |   |                  |
|--|---|---|------------------|
| Experience of coding in any of the following languages: JavaScript, PHP, Python, C#, C++             |   | x | Application      |
| <b>Experience</b>  |   |   |                  |
| Substantial experience of working in an equipment hire facility or similar customer-facing operation | x |   | Application Form |
| Experience of using specialist computer applications for managing equipment stock.                   |   | x | Application Form |