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14<sup>th</sup> July 2011

## 'Senior Engineer, Bow Tie TV Westminster'

This is a senior role within the Westminster team, reporting to the General Manager, Westminster, primarily for the performance of all aspects of the operational engineering and maintenance support service that is involved in the execution of the Parliamentary televising contract.

The hours of work are unpredictable, since they depend on how Parliamentary and other relevant company business is scheduled. Your days of work will normally be Monday to Friday, but there may be some weekend working, and you will be expected to be contactable at all times. Should you work more than five days in one week then you will receive a 'lieu' day off.

### **Overview of role:**

As part of the management team at Westminster, this role is vital in ensuring that the engineering support to the company's operations at Parliament and at the GLA runs smoothly and successfully. The main duties include: managing a team of broadcast television engineers at Westminster, overseeing the technical supervision and vision control of the HD:SDI installation in Commons, Lords and SD:SDI GLA television control rooms; technical coordination of the coverage of committee meetings; planning and executing the maintenance of the equipment used for these processes; and overseeing and maintaining the Unattended Webcam systems for the streamed coverage of Parliamentary Committees. An aptitude for solving logistical problems, coupled with an enthusiasm for Parliamentary broadcasting, are fundamental to success in this role.

### **Location:**

Normally based at the Westminster location in No 7 Millbank but may be required to work at other locations and our clients premises on company business occasionally, e.g. other buildings/departments around the Parliamentary Estate, the GLA at City Hall, on outside broadcasts, and at our outside broadcast base & Company HQ in SE London.

### **Requirement:**

Candidates should possess a professional engineering qualification, and have several years' experience of working either in a live TV environment, hands on with signal delivery, communications or robotic technology. An aptitude for solving logistical problems, coupled with an enthusiasm for Parliamentary broadcasting, are fundamental to success in this role.



### **Bow Tie Television**

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### Responsibilities:

- Supervising the broadcast engineers at Westminster
- Training, scheduling, appraising and developing this team
- Attending management meetings as required
- Liaising with the Technical Consultant of Parliamentary Broadcasting and Parliamentary authorities, compilation of monthly reports.
- Liaising with other managers & staff in the Westminster team to ensure that suitable staff and equipment are available as required by the roster
- Supporting and advising the General Manager on all engineering & technical matters, as part of the Westminster management team
- Strategic maintenance planning and delegation
- Vision control of broadcast camera chains
- Maintenance and fault diagnosis of broadcast equipment
- Minimising the loss of service at times of equipment failure
- Overseeing small-scale project work involving designing building and installing custom equipment
- Keeping abreast of constant changes in technology by investigating new systems, techniques and equipment
- Rigging, de-rigging and set up of cameras and other broadcast & AV equipment, including the Unattended Webcam systems - this will involve manual handling of heavy items
- Assigning lines, layout of VT and all other general engineering tasks
- Dealing with both hardware and software problems in the office and broadcast IT systems
- Political Knowledge – a basic understanding of political issues and how Parliament & the GLA work are very useful for this role
- Working on Outside Broadcasts as required by the company
- Supervising the engineering support to our signal distribution service via Microwave links to the COI
- Communicating effectively – whether by spoken or written word, telephone or email, good communication skills are vital in this job
- Smart appearance (jacket & tie) and punctuality are both essential qualities
- Security clearance – the suitability to work on the Parliamentary Estate and other locations depends on obtaining satisfactory security clearance

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**This is by no means a complete and exhaustive list.**



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