### JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job title:</strong></th>
<th>Festival Setup &amp; Derig Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reports to:</strong></td>
<td>House Shift Manager</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>House</td>
</tr>
<tr>
<td><strong>Direct reports:</strong></td>
<td>Setup Crew</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>February 2019</td>
</tr>
</tbody>
</table>

### JOB PURPOSE & GENERAL INFORMATION

#### MAIN DUTIES AND RESPONSIBILITIES
- Carry out the setup and derig of Students’ Association festival sites.
- Move and store furniture on and in between sites.
- General maintenance.
- Assembling furniture and bar/catering outlets.
- Dressing bar and catering units.
- Working internally and externally to move materials, equipment and finished items on and between sites.

#### Staff Management, Development & Support
- To brief staff at the start of a shift on any events that are happening during the shift and ensure that the relevant policies and procedures, including fire, health and safety, and customer service are adhered to.
- To manage staff, supporting their training, development and motivation, as well as organising staff breaks and ensuring correct working hours are met.
- To maintain communication throughout and out with the department by giving regular updates and holding staff meetings.
- To monitor and maintain standards.

#### Standards & Service
- To act as a focus point for the setup team, liaising with the House Shift Manager.
- To maintain the security of the buildings and grounds, ensuring the premises are vacated and securely locked and alarmed at the end of the evening.
- To ensure that the premises are maintained to a high standard.
- To maintain a calm and controlled attitude.
- To complete all appropriate safety checks, to maintain appropriate logs and to complete any appropriate reports relating to premises maintenance, safety or security.
- To ensure operational procedures and agreed standards of cleanliness and hygiene are implemented, including practices as stipulated by Environmental Health.

#### Business Development & Efficiency
- To conduct risk assessments of future workload to ensure the correct staffing levels and level of preparation that will maintain services and safety.
Edinburgh University Students’ Association is a charity (SC015800) and a company limited by guarantee (SC429897) registered in Scotland. Registered Office: Potterrow, 5/2 Bristo Square, Edinburgh, EH8 9AL

- Prioritise individual workload effectively and efficiently, taking appropriate action to ensure urgent problems are resolved as quickly as possible.

**Health, Safety and Security**
- Monitor and control vehicle activity on and in close vicinity of the premises.
- Maintain the security of the buildings and grounds at all times, ensuring the premises are vacated and securely locked and alarmed at the end of the evening.
- Complete all appropriate safety checks before any event, maintain appropriate logs and complete any appropriate reports relating to customer behaviour, premises maintenance or safety.
- Make sure that all staff have had safety briefings and are aware of all activities on site.

**Supporting Line Manager**
- To act as one of the nominated key holders and to attend the site in the event of an alarm activation.

**KEY RELATIONSHIPS**
- Estates Team
- House & Security Teams
- Festival Partners

**Other:**
- The Students’ Association’s overall vision is that ‘all students at Edinburgh should have the power to shape their own future and enjoy a vibrant and cohesive student community where everyone is valued and respected’. Our staff have an essential part to play in achieving this vision. Every staff member at the Students’ Association, wherever they work, has the same responsibility.
- A commitment to the delivery of the Students’ Association’s Strategic Plan through the implementation of departmental plan activities
- A positive and respectful attitude to all Students’ Association staff, its management, the organisation as a whole, and its members, clients and partners
- To ensure that every student, staff member or visitor using any of our services has the best possible experience of that service and of the Students’ Association as an organisation.
- Adhere to and support Students’ Association’s Ethical, Environmental and Health and Safety policies and procedures
- A commitment to training and development of self and others
- Any other appropriate duties as reasonably required by your line manager, Departmental manger or Senior Management
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Setup Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>February 2019</td>
</tr>
</tbody>
</table>

**Person Summary:**
A customer focused, committed person with a consistently professional approach to all their duties and a considerable eye for, and attention to, detail. A person who has a strong working knowledge of Health and Safety legislation and best practice guidelines.

A person with very high expectations of themselves and others, with a passion for detail and the ability to maintain delivery at a consistently high standard.

### ESSENTIAL:

**Knowledge and Experience:**
- Experience of dealing with external stakeholders.
- The ability to manage and motivate staff.
- The ability to co-ordinate multiple activities at once with a team of staff.

**Personal skills and attributes:**
- Strong attention to detail and a pride in maintaining accurate records.
- A reasonable level of physical fitness.
- A commitment to and understanding of ongoing staff professional development.
- Excellent communication and interpersonal skills.
- Strong organisational skills and the ability to prioritise.
- The ability to build and maintain good working relationships with fellow staff and members/customers.
- A willingness to learn new skills as required and undertake appropriate training.
- Experience of managing staff rotas and the ability to manage and motivate staff.
- The ability to demonstrate a positive, helpful and welcoming attitude to members, other staff and customers and the ability to build and maintain good working relationships with fellow staff.
- The ability to maintain a mature and calm disposition.
- High personal standards of performance and pride in your work and high expectations of your team and organisation.
- Smart and clean personal appearance.
- Enthusiasm, imagination and ambition.
- Flexibility in terms of hours worked/shift patterns and the ability to work in the evenings and weekends.

### DESIRABLE:

**Knowledge and Experience**
- Experience of assisting in the delivery of staff training, induction processes and ongoing personal development.
- A good working knowledge of Health and Safety issues.
- First Aid Certificate.
• Strong IT skills.
• Driving licence.

**Shared Values:**
Our core values are the most important way in which we define who we are. They guide our strategy, inform our everyday decisions and influence our behaviour, both as an organisation and as individuals representing the Students’ Association.

- Students first
- Home from Home
- A place for all
- Power to change

**Shared Competencies:**
- Communicating effectively
- Customer Focus
- Delivering results
- Initiative & Creativity
- Leading & Developing Teams
- Teamworking

For each of the above competencies, our competency framework describes the specific behaviours you need to demonstrate in this role. Within the competency structure, this is a Level 3 position.