

LIPA

THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

Further Particulars

Post	Group ICT Technician
Hours	37.5 hours per week
Salary	£31,406 - £33,309 per annum LIPA Support Staff Scale 7

A Brief History

The initial development of the Liverpool Institute for Performing Arts involved:

Sir Paul McCartney, an old boy of the Liverpool Institute School for Boys, had long been dismayed by the sad state of his old school building, which was falling into decay after the closure of the school in 1985.

Mark Featherstone-Witty (our Founding Principal and CEO) had developed a particular approach to performing arts teaching and learning that was developed through a charity he created in the mid 80's. The first creation was The BRIT School in London. During that process, Sir George Martin introduced him to Paul.

Liverpool City Council was embarking on an inner-city regeneration programme with finance from a national initiative devised by **Michael Heseltine**, the then Environment Secretary.

Both Paul and Liverpool City Council (independently as it happened) approached Mark to find out what kind of provision might best fit into existing and planned performing arts training in the city.

Today, in the centre of the city, the Liverpool Institute for Boys has become **The Liverpool Institute for Performing Arts (LIPA)** – a higher education institution offering training for the arts and entertainment economy with local, national and international dimensions.

In 2006 we became a designated Higher Education Institution.

We currently enrol around 900 students every year.

We started **LIPA 4:19** – our junior academy - in 2003.

Also based in the centre of Liverpool, **The LIPA Primary and High School**, sponsored by The Liverpool Institute for Performing Arts opened in September 2014.

We opened **The LIPA Sixth Form College** in September 2016 – a new, creative and performance arts-focused Free School for young people aged 16–18.

Together, these four activities constitute the LIPA Learning Group.

What we do – Higher Education

We teach the key disciplines for putting on a show or event. These include performers (actors, dancers and musicians) and those who make performance possible (management, sound technology, theatre and performance design, theatre and performance technology and filmmaking).

Generic skills include: market awareness, technological competence, entrepreneurial skills, multi-skilling, collaboration and theoretical underpinning.

Student destinations, three years after graduating, are how we assess the validity of what we do.

We offer HE programmes validated by Liverpool John Moores University (LJMU). International students make up over 25% of our student body.

Details of our provision can be found on our website (www.lipa.ac.uk).



Our Staff

We have a nucleus of approximately 300 permanent staff across the LIPA Group, both full and part-time.

This core of staff is periodically supplemented by new appointments.

There is also a substantial input from Visiting Professionals (HE), of whom there are about 100 on the payroll at any one time, and casual staff – mostly students – who support a variety of activities.

External Relationships

We enjoy a close working relationship with LJMU, which as well as validating our degree programmes, also provides services in connection with learning resources, welfare and counselling.

The Office for Students is the government-approved regulatory and competition authority for the higher education sector in England. The regulator was initially established by the Higher Education and Research Act 2017. The Quality Assurance Agency (QAA) is the external body responsible for monitoring the quality of HE provision.

The Post

A job description for the post is enclosed.

Working autonomously, you will be primarily responsible for administering, supporting, and maintaining ICT provision within the LIPA Group, specifically at the LIPA Primary and High School and LIPA Sixth Form College. This includes servers, software, laptops, desktops, PC builds and client support.

You will be involved in:

- Advising the Sixth Form Principal and Primary and High School Headteacher on the expenditure of the ICT cost centre.
- Co-ordinating the ICT development in relation to teaching, learning and administration including the development of technology led learner support.
- Maintaining and developing the network and server infrastructure, specifically at the LIPA Primary and High School and LIPA Sixth Form College, but also supporting at LIPA HE as required.
- Co-ordinating the process of effective selection, deployment, and replacement of ICT equipment.
- Evaluating, configuring, packaging, and deploying software for use; and
- Providing responsive and accessible technical support for all computer users.

The Person

A person specification is enclosed. **Remember:** you must ensure that your application specifically addresses the requirements of the person specification.

You will have a degree or equivalent qualification in ICT or a similar relevant subject. You will have significant experience within a similar role in an educational setting and possess excellent interpersonal skills. You will be organized and methodical, with good project management skills and the ability to work well as part of a team and on own initiative.

Conditions of Service
The present terms and conditions of service for new appointees are set out in our standard contract of employment supplemented by the policies and procedures which make up the Staff Handbook. For information, some of the terms and conditions which apply to this post are summarised below:
Working Hours
37.5 hours per week.
Holidays
Initially 25 days (rising to 28 then 30 after 3 and 5 years) plus up to five efficiency days per year and nine bank holidays 2021/22. The holiday year runs from 1 September to 31 August.
Salary
The salary range for this post is £31,406 - £33,309 per annum, dependent on current salary and experience.
Grievance
A formal Grievance Procedure exists for all staff who have a grievance relating to their employment.
Disciplinary Procedure
We expect reasonable standards of performance and conduct from our employees. Details of the Disciplinary rules and procedures form part of the Staff Handbook.
Termination of Employment
Two month's written notice on either side.
Pensions
You will automatically be enrolled into the LIPA Group Personal Pension Scheme. Should you choose not to participate in this scheme you must complete an "opt out" form. The scheme can be linked to the tiered member contribution structure operated by the Teachers' Pension Scheme (TPS) and information relating to this can be found in the LIPA Group Personal Pension Scheme members' booklet. These rates may change from time to time. LIPA currently contributes 16.48%. A salary sacrifice arrangement has been approved by HMRC for interested staff.

Health and Safety

In accordance with the terms of the Health and Safety at Work Act 1974, each new member of staff is given a copy of the Institute's Health and Safety Policy and formal training will be provided as part of the induction programme.

No-Smoking Policy

We have a no-smoking policy. All staff are expected to refrain from smoking during normal working hours. There are however designated areas outside the building where staff may smoke during periods when they are 'off-duty'.

Equality & Diversity Policy

Our Equality and Diversity Policy is seen as a means of achieving equality of opportunity for all our students and staff, actual and potential, as well as visitors. We welcome and accept our responsibilities under the various Acts of Parliament and other relevant legislation appertaining to this area.

All staff appointed will be expected to promote and implement our Equality and Diversity Policy.

The LIPA Ethos

All staff are expected to understand, support and promote the philosophical, academic and vocational framework of our provision.

Our values

- ✓ Integrity
- ✓ Innovation
- ✓ Interdisciplinarity
- ✓ Diversity
- ✓ Equality
- ✓ Transparency
- ✓ Kindness
- ✓ Good Humour

Applications

We welcome applications from individuals which will be considered regardless of gender, race, nationality, religious belief, disability, marital status, sexual orientation, carer status, appearance or age.

Acknowledgement
Applications must be received by the closing date specified. An acknowledgement will be sent to anyone enclosing a SAE . Because of the high cost of postage, we are unfortunately unable to let unsuccessful applications know the outcome of their application. If you have not heard from us within four weeks of the closing date you may assume that your application has been unsuccessful on this occasion.
Where to send your application/CV
By Post:
Personnel Recruitment Liverpool Institute for Performing Arts Mount Street LIVERPOOL L1 9HF
By e-mail:
recruit@lipa.ac.uk
Closing date
Monday 31st January 2022 @ 4pm.
Interview date
TBC
Contact us
E-mail recruit@lipa.ac.uk .
Enclosures
☒ Job description ☒ Person specification ☒ Our guide to recruitment and selection ☒ Our recruitment charter ☒ Application form

Thank you for the interest you have shown in this post.

