

JOB DESCRIPTION

Technology Coordinator, Bedford Test Lab – 12-month Fixed Term Contract

CONTEXT

Everyone TV leads the management, operation and strategic development of free-TV in the UK. We are responsible for the operation of Freeview and Freesat, the nation's two major free TV services enjoyed in more than half of all TV homes in the UK.

Everyone TV is owned and supported by its Members, the BBC, ITV, Channel 4 and Channel 5. Everyone TV is a not-for-profit company which is funded through direct funding from its Members and a range of commercial activities.

Freeview is the UK's digital terrestrial television (DTT) platform in the UK. Everyone TV is co-located and works in close collaboration with Digital Television Services Limited, which leads on consumer marketing of (and owns) the Freeview brand. Together these two companies work in partnership to run the Freeview TV platform and services. Freeview is the largest TV platform in the country, used in 18m homes. Freeview Play, our live and on-demand TV service, is now actively used on 5m devices.

Freesat has been in operation for over 12 years, delivering over 2 million homes with the best of linear TV and On Demand content over satellite. The platform carries over 170 channels, including more than 25 in HD, as well as some of the leading free On Demand platforms, like BBC iPlayer, as well as paid for On Demand services like Netflix and Rakuten TV.

Everyone TV, in conjunction with its PSB shareholders, is focused on offering the best free TV experience to UK viewers across terrestrial TV, satellite TV and increasingly internet TV, ensuring that free-TV – with PSB at its heart – remains as strong and vibrant in the future as it has been to date.

We are passionate about the future of the UK's broadcasting industry and TV's role within what is one of the fastest growing sectors in the UK economy.

OUR VISION

Our vision is to offer the world's best free television service, because we believe everyone in the UK has a right to great TV for free.

THE WAY WE WORK

Collaborative – open, collaborative and always respect each other and all our partners.

Creative – smarter, more agile and more creative than our competitors. We find innovative solutions and open up opportunities to deliver our vision.

Ambitious – determined and ambitious about our work, always delivering the very best for our viewers.

Positive – we bring positivity to everything we do, sharing in our successes and learning from our mistakes together – without judgement or blame.

ABOUT THE ROLE

This role is for a 12-month contract within the Technology team and reports to the Technology Manager. It would suit someone looking to gain a year or more's experience in an exciting company at the centre of the free TV world. The team is responsible for the technical development and management of Freeview, Freeview Play and Freesat connected TV services.

The successful candidate will assist in a wide range of tasks including the testing of TVs, the development of internal testing procedures and the investigation and resolution of problems.

This role is intended to provide significant opportunity for personal development – becoming familiar with a range of TV technologies and building experience through working with others. Prior knowledge of TVs or broadcasting is not essential.

A key responsibility of this role will be the testing of new Freeview Play and Freesat TVs and applications such as iPlayer and ITVX. Additionally, the role will help manage the testing and equipment we use together with working closely with TV manufacturers to ensure their products deliver great experiences.

This work is a central part of building a TV platform that is the best in the world!

The role will require good planning and administration skills together with a passion to learn about new technologies.

RESPONSIBILITIES

- Ensuring the team's testing of televisions and set top boxes can be completed efficiently:
 - Managing all equipment and devices both on and off-site
 - Setting up test equipment and televisions for use by others
 - Ensuring equipment is kept in a good working order and resolving problems that arise
 - Improving the test environment to meet the team's needs.
- Testing of devices for the Freeview Play & Freesat television platforms:
 - Use of formal testing tools to ensure candidate devices meet the requirements of the Freeview and Freesat platforms
 - Assisting with the development and improvement of Everyone TV's tools.
- Improving our processes and guidance:
 - Working with the Operations team to ensure our internal guides and documents are available and fit for purpose
 - Working with our external partners to ensure the documentation we provide to them meets their needs, addressing any problems found.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Good planning and organisation skills.
- Good attention to detail and an eye for improving processes.
- Good inter-personal and communication skills (oral and written).
- Good general IT skills.
- Experience of working with line management and able to communicate financial.
- Experience or an understanding of testing software or consumer devices is desirable.
- Experience of Linux (/Unix/OSX) configuration is desirable.
- Some knowledge of TV technologies is desirable.
- Fluent Mandarin speaker is desirable.

PERSONAL ATTRIBUTES

- Enthusiasm for technical problem investigation.
- Helpful, collaborative and considerate team member who always supports their colleagues.
- A strong attention to detail, well organised, persistent, eager to learn.
- Positive and enquiring mind that wants to understand how TV platforms work.
- Good communication skills and ability to get your message across clearly.
- Good interpersonal skills.
- Strong organisational skills and attention to detail.
- Strong work ethic with a positive, can-do attitude.

LOCATION

The role is based in Everyone TV's Bedford Test Lab, with travel to our central London offices as required.

The company offers flexible working, and we are currently implementing our hybrid ways of working.