WEST YORKSHIRE FIRE AUTHORITY

JOB DESCRIPTION

POST TITLE: Multimedia Development Officer

GRADE: 5

RESPONSIBLE TO: Multimedia Supervisor

RESPONSIBLE FOR: None

PURPOSE OF POST:
- To provide multimedia support, including photographic, video capture and production and imaging requirements of the Authority
- To develop training packages for eLearning and Command Training to assist in the development and promotion processes
- To provide support in processing and logging the Authority's 'Silent Witness' CCTV footage

MAIN DUTIES AND RESPONSIBILITIES

1. To develop, create and edit video materials for use by the Authority, to broadcast standards and wherever possible assist in the marketing of these videos to external companies.

2. The development of training packages and training materials in relation to the various eLearning modules, assessment, development and simulation, and working closely with customers to ensure they meet their requirements.

3. The development of graphics packages and training materials for the various assessment, development, simulation and exercise planning incorporating imaginative designs, using various software packages (including but not limited to Adobe After Effects, Premiere Pro, Dreamweaver, Photoshop, HTML5)

4. Processing of the Authority's video recordings from deployed camera systems and appliance-based CCTV ensuring it is processed following relevant policies and procedures, made available for police / investigative purposes, and the requirements of the Authority.

5. To capture, process, publish/share photographs and video presentation material for the Authority at all locations, including attendance at Fire & Rescue exercises and incidents.

6. To assist with the production of videos and photographs for operational, prevention, training and administrative purposes to a professional standard.

7. Ensure that all eLearning, graphics and video packages and other training materials produced conform to the Authority's corporate style / image and quality standards, in liaison with the Corporate Communications department.

8. Research and evaluate alternative eLearning and simulation training software packages / systems and their suitability for different customers / training methods.

9. Provide technical support to Command Training, and the Authority.

10. Assist / support in the Command Training exercises.

11. Generate and create reports and accurate statistical data as required by management and to undertake clerical tasks as required, including the development and maintenance of spreadsheets and databases.

12. To operate a variety of audio / visual equipment and be capable of transferring media to any other format.

13. To ensure that photographic and video imaging is used in line with current policies and where necessary is suitable for use in legal proceedings'

14. To assist with setting up equipment for outside location work, exhibition, conferences and other Authority events.

15. To maintain and assist with the upkeep of all equipment, both mobile and static, in use by the section.

16. To assist with maintenance and monitoring of content stored on the central image media library for the authority.

Second area:

17. To Implement and promote the Authority's:
    a) Health and Safety policies
    b) Equality and Diversity policies
    c) Information Security Management System policies
    d) Safeguarding policies
    e) Business continuity policy and contingency arrangements

18. To demonstrate and uphold the service values and to promote the organisation in a positive manner.

19. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.

20. Responsibility for ensuring any data produced in relation to the post is accurate and current.

21. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.

22. Undertake any other duties commensurate with the grade of the post as directed by line management.

PERSON SPECIFICATION/SHORTLISTING CRITERIA

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise **examples of how you meet each** of the following person specification criteria on your application form. On your application form please list or number the competency criteria against which you are providing evidence/examples.

You will only be shortlisted from the details in the application form if you meet **all Essential criteria**, i.e. items you must be able to do from day one to be able to perform the role (identified in bold). If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to undertake the role, but which could be learnt during training.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	Experience	Essential/ Desirable	Source
1	Demonstrable experience in producing videos, using Adobe Premiere, Adobe After Effects or similar for video editing and production.	**Essential**	Application Form & Selection Process
2	Extensive knowledge in the use of the following software tools: Dreamweaver, HTML5 or similar for authoring and production of eLearning packages.	**Essential**	Application Form & Selection Process
3	Extensive knowledge in the use of Adobe Photoshop, or similar for image manipulation.	Essential	Selection Process
4	Experience in the capture of video and stills photography, and audio recording and editing.	**Essential**	Application Form & Selection Process
5	Knowledge on LMS (Learning Management System) such as Enable / Virtual College or similar LMS packages	Desirable	Application Form & Selection Process
6	Experience in the production of CD/DVD's and Multimedia presentations.	Desirable	Application Form & Selection Process
7	Experience in technical support / problem solving	Desirable	Application Form & Selection Process
8	Experience of office administration.	Desirable	Application Form & Selection Process

	Education and Training	Essential/ Desirable	Source
9	A-Level qualification or relevant experience in Multimedia technology (including eLearning, video production, photography).	**Essential**	Application Form & Selection Process

10	Must have a sound educational background and be literate and numerate or be be able demonstrate an equivalent level of literacy and numeracy gained through life experience.	**Essential**	Application Form
11	Evidence of continuing professional development appropriate to this position.	Essential	Selection Process

	Special Knowledge and Skills	Essential/ Desirable	Source
12	Ability to work in areas where the material required may be emotionally upsetting and to remain professional at all times.	Desirable	Selection Process
13	Ability to work with ICT hardware and have an understanding of networking systems.	Essential	Selection Process
14	Good level of written and verbal communication skills.	**Essential**	Application Form & Selection Process
15	Ability to work flexibly in relation to the needs of the post.	**Essential**	Application Form & Selection Process
16	Ability to work on own initiative, prioritise workload and meet deadlines.	Essential	Selection Process
17	Ability to work as part of a team.	Essential	Selection Process
18	Ability to maintain confidentiality and use discretion, tact and sensitivity as appropriate.	**Essential**	Application Form & Selection Process
19	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider.	Essential	Selection Process
20	Demonstrate commitment to good data quality within all areas of work	Essential	Selection Process
21	To hold and maintain a current and full valid driving licence.	**Essential**	Application Form & Selection Process

Created April 2016.
Grade updated following pay assimilation Jan 2020