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| Last updated: | May 2023 |

**JOB DESCRIPTION**

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| Post title: | **Media Producer** | | |
| Academic Unit/Service: | iSolutions | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| Posts responsible to: | Media Producer Team Lead | | |
| Posts responsible for: | - | | |
| Post base: | Office Based with occasional travel | | |

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| Job purpose |
| To provide professional expertise and skills in the design and creation of innovative and creative multimedia content in the area of Technology Enhanced Learning (TEL) / eLearning, which will enhance student learning and the student experience for the University on a global scale. To additionally offer services and support for all other areas in the University including Research, Outreach Internal Communications, and marketing. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To plan, develop and test eLearning multimedia content taking a user-centred design approach to deliver engaging and innovative TEL experiences that meet students learning needs.  To assist in the design, development, user testing, technical testing and implementation of learning content.  To ensure that appropriate standards, procedures and other documentation is appropriately recorded and stored. | 50% |
|  | To work with the Team Manager and academics to understand the University’s eLearning requirements and to determine how best to create and deploy innovative, creative and engaging solutions to meet the user needs. | 30 % |
|  | To support the maintenance and management of existing multimedia eLearning content. | 10% |
|  | To be aware of and advise the Team Manager on suitable current products and emerging developments within the multimedia sectors to meet the team’s operational needs.  To take part in research into new and innovative areas of multimedia content development to push forward the work of the team and University. | 5% |
|  | Any other duties allocated by the line manager or senior management following consultation with the post holder. | 5% |

| Internal and external relationships |
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| The post holder will be expected to undertake the duties as part of an integrated TEL production team and will be expected to adopt priorities and engage in activities which promote the effective working of the whole team.  Internal:  The post holder will work closely with:   * Learning Designers * Technical specialists and service delivery teams within iSolutions * Academic colleagues at all levels across the University * University Students * Professional Services   External:  The post holder will liaise with:   * Other academic institutions and related organisations to participate in collaborative activities and projects to the benefit of iSolutions and the University as a whole.   It is expected that the duties will be performed in the light of the relevant activities in Higher Education generally. The post holder will be expected to be aware of the activities and initiatives being formulated nationally within eLearning and will be expected to take part in such activities should they be relevant to and of benefit to the work being undertaken locally. |

| Special Requirements |
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| To maintain the relevant level of professional expertise and qualifications to discharge the duties of a Multimedia Developer and to agree with the Multimedia Development Team Lead on a relevant professional development programme.  To have an understanding of how equality, diversity and inclusion applies to the responsibilities of the role and to actively promote equality, diversity and inclusivity in all aspects of the role.  The role will require travelling between campuses as appropriate, and on occasion, further afield.  There may be a requirement to work varying core ­­hours, and on occasion to work outside normal hours, to ensure that service commitments are met. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge, and experience | Relevant HNC level/A-Level and relevant industry experience in visual media production or equivalent qualifications, or training.  Knowledge of accessibility issues relating to multimedia design.  Demonstrable experience in all the following multimedia areas:   * Video production * Audio production * Still camera photography * 2D animation * Interactive multimedia   With all/some of the above to have good working knowledge of:   * Video Equipment * Editorial best practice * Digital workflow     Demonstrable experience of using Adobe Creative Cloud, specifically, the following software:   * Adobe Premiere Pro * Adobe After Effects * Adobe Lightroom   Experience in preparing briefs for clients and communicating proposals in the form of storyboards/scripts/test shoots.  Demonstrable experience and working knowledge of developing TEL content including within a virtual learning environment (e.g., Blackboard) and associated standards and practices. | Relevant Degree in Media Production    Practical experience developing content for mobile technologies.  Use of modern web technologies to produce learning content.  Demonstrable experience in any of the following:   * Drone-based video and photography * 360 media production * 3D animation   Experience of working within a HE/FE environment.    Demonstrable experience in using any or all the following software:   * Adobe Photoshop * Adobe Illustrator * Adobe Audition   Knowledge of the latest media trends and technology. | Application & Interview |
| Planning and Organising: | Ability to plan and prioritise own work and work within a team structure.  Ability to work independently on a number of projects simultaneously, prioritise tasks and meet tight production deadlines.  Thoroughness, accuracy, and attention to detail.  Ability to develop TEL content which follows a user-centred design process.  Ability to organise and work within established project and file management structures and naming conventions. |  | Application & Interview |
| Problem Solving and Initiative: | Ability to work to documented standards and procedures.  Ability to investigate and provide innovative and creative approaches to problem solving.  Confidence to challenge existing work practices and offer ideas.  Ability to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods  Ability to clearly identify client requirements and apply a methodical approach to the production of user requirement specifications |  | Application & Interview |
| Management and Teamwork: | Ability to solicit ideas and opinions to help form specific work plans  Ability to contribute to collaborative team/project working.  Ability to undertake work as part of an integrated TEL production team and adopt priorities and engage in activities which promote the effective working of the whole team. |  | Application & Interview |
| Communicating and Influencing: | Ability to elicit information to identify specific customer needs and interpret client’s requirements and translate to clear production briefs.  Able to offer proactive advice and guidance.  A professional, customer orientated approach to working with clients.  Excellent verbal and written skills with the ability and confidence to communicate knowledge to colleagues at all levels, including documenting project work. |  | Application & Interview |
| Other Skills and Behaviours: | Experience in managing a filming space and handling and processing media related equipment (including reporting on whether maintenance needs to be done). |  | Application & Interview |
| Special Requirements: | The post holder may be required to work outside normal office hours and travel across multiple University sites to meet the operational needs of the service. |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles (eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |