

JOB DESCRIPTION

Job Title:	Junior Digital Multimedia Developer
Department:	DICE
Contract:	Permanent, Full-time
Salary Range:	£25,948 - £28,131 per annum
Salary Grade:	SS3
Report To:	Digital Multimedia Developer
Job Purpose:	To support and assist the Digital Multimedia Team in the creation of digital multimedia content for e-Learning projects (e.g. videography, photography, podcasting and motion graphics.).
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. Support and assist the Digital Multimedia Developer with creative e-Learning multimedia content output in line with the department's demands and priorities. 2. Assist with multimedia content production including tasks related to administration and client communication. 3. Be responsible for ensuring equipment is in full working order and the security of stock and materials. 4. Provide technical advice to project stakeholders on matters related to production of multimedia content. 5. Proactively approach creative and design decisions in order to fulfil multimedia project specifications. 6. Ensure that all materials produced are appropriately compiled in line with relevant branding guidelines. 7. To keep up to date with industry trends, particularly in regard to multimedia content production methodologies and technologies. 8. To ensure practice is in line with the requirements of the General Data Protection Regulations. 9. To commit to upholding the principles of Safeguarding and the PREVENT agenda. 10. Any other duties commensurate with the nature and grade of the post.

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Approved by:		Date:	
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PERSON SPECIFICATION

Post:	Junior Digital Multimedia Developer	Weighted criteria
Experience:		
1	Experience using multimedia content creation equipment in studios and on location	
2	Experience working with Adobe Creative Suite or similar post-production software	X
3	Proven track record of multimedia work, via a portfolio	X
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Skills & Abilities:		
6	Demonstrated digital fluency and understanding of the supplementary digital tools necessary for administrative functions (Microsoft Office, Trello, Adobe Libraries or similar)	
7	Organised approach with the ability to manage time and prioritise tasks according to demand	
8	Interpersonal skills with the ability to communicate information (verbal and written) effectively, including any technical issues	
9	Ability to work on own initiative to fulfil team projects	
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Education & Qualifications:		
11	Recognised qualification or Skills Bootcamp in a field relevant to the role	X
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Training & Professional Development:		
16	Willingness to participate in training and professional development as required	
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Other:		
21	Flexible approach to work, including a willingness to work occasional evenings and weekends as required.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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