**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** | Multimedia Development Supervisor |
| **GRADE:** | 7 |
| **RESPONSIBLE TO:** | Station Manager (Command/Driver Training) |
| **RESPONSIBLE FOR:** | 2 x Multimedia Development Officers (Grade 5)  Multimedia Administrator (Grade 2) |
| **PURPOSE OF POST:** | Supervise and develop the day-to-day activities of the Multimedia team including CCTV, Fire Investigation, drone media, eLearning courses, LMS, production of videos/photography/virtual reality/presentations/Data Asset Management databases and producing ID cards for the Authority. |

##### MAIN DUTIES AND RESPONSIBILITIES:

1. Supervise and co-ordinate the workloads and day-to-day activities of the Multimedia team.
2. Ensure CCTV, Fire Investigation and Drone data and media is appropriately recorded, processed, handled and made available for Police / Insurers / Fire Investigators / debriefing purposes and any other requirements of the Authority and other interested parties.
3. Ensure the data asset management software is up-to-date and accurate to organise, edit and maintain metadata and keywords for assets. Share assets using galleries in accordance with GDPR legislation.
4. Ensure the Learning Management System (LMS) is maintained with accurate data to facilitate the sharing of learner data with managers and appropriate allocation of courses for learners.
5. Develop bespoke eLearning courses to incorporate accessibility, interactivity and design a clear layout to enable a high level of user experience.
6. Work closely with subject matter experts to produce bespoke eLearning training courses and assessments.
7. Production of bespoke PowerPoint presentations to assist trainers in training delivery.
8. Production of bespoke virtual reality/simulations to assist trainers in training delivery. Utilise multimedia technical knowledge and expertise to create realistic Fire & Rescue Service incident scenarios and other bespoke imagery to be used in the:

* Development and assessment of Initial, Intermediate and Advanced Incident Commanders.
* Delivery of service-wide COMAH exercises.
* Continued Professional Development of Senior Managers.
* Training of Operational crews.

1. Ensure the delivery of Command Training scenarios utilising ICT server networks.
2. Ensure the Training SharePoint sites are maintained, accurate and up to date.
3. Research and development of current and new software for the proposal of use in collaboration with other teams and presentation to management.
4. To supervise the creation and maintenance of historic archives and databases for the control and retrieval of images and video to be used by the Authority.
5. To supervise and monitor the issue of identity and driver cards ensuring that relevant policies are adhered to.
6. Utilise multimedia technical knowledge and expertise to review and operate software/equipment and to ensure that the software/equipment is fit for purpose.
7. To be accountable for the multimedia budget.
8. Attend regional and national meetings as requested by senior management.
9. Utilise multimedia technical knowledge and expertise to capture, edit and produce broadcast standard training videos to be used in the training and development of Fire & Rescue Service personnel.
10. To supervise the handling and processing of images and videos from Fire & Rescue Service incidents that may be of a distressing nature.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. To Implement and promote the Authority’s:
2. Health and Safety policy
3. Equality and Diversity policies
4. Information Security Management System policies
5. Safeguarding policy
6. Business continuity policy and contingency arrangements
7. Absence and Attendance Management Policy
8. Responsibility for ensuring any data produced in relation to the post is accurate and current.
9. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
10. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
11. Undertake any other duties commensurate with the rank 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 job by giving clear, concise **examples of how you meet each** of the following person specification criteria 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 do the job. 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 do the job, 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.

**PERSON SPECIFICATION**

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|  | **Experience** | **Essential/ Desirable** | **Where identified** |
| 1 | Experience of coordinating and organising priorities, training and development and setting of objectives or tasks for individuals and a team. | Essential | Application Form & Interview |
| 2 | Experience of working with or leading a multimedia team. | Essential | Application Form & Interview |
| 3 | Experience of research and development of current and new software and streamlining processes. | Essential | Application Form & Interview |
| 4 | Experience of CCTV systems and processing of related media. | Desirable | Application Form & Interview |
| 5 | Demonstrable experience via a portfolio of work in authoring and production of eLearning courses using Adobe Dreamweaver or similar HTML text editing software. | Essential | Application Form & Interview |
| 6 | Demonstrable experience via a portfolio of work in image manipulation using Adobe Photoshop, Adobe After Effects or similar image manipulation software. | Essential | Application Form & Interview |
| 7 | Experience of implementing and maintaining policies. | Desirable | Application Form & Interview |
| 8 | Experience in the capture of audio, photographic stills and video, and operation of associated equipment. | Essential | Application Form & Interview |
| 9 | Demonstrable experience via a portfolio of work in producing videos using Adobe Premiere, Adobe After Effects, Avid Media Composer or similar video production software. | Essential | Application Form & Interview |
| 10 | Experience in the production of CD’s/DVD’s/BluRay’s and Multimedia presentations. | Desirable | Application Form & Interview |
| 11 | Experience of ensuring information governance is adhered to at a high and detailed level and the ability to identify potential data breaches. | Essential | Application Form & Interview |

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|  | **Education and Training** | **Essential/ Desirable** | **Where Identified** |
| 12 | Educated to degree level or relevant experience in multimedia technology (including graphic design, eLearning, video production, photography). | Essential | Application Form & Interview |
| 13 | Experience of using all software from the Adobe Creative Cloud / Adobe Creative Suite. | Desirable | Application Form & Interview |
| 14 | Evidence of commitment to continued personal / professional development. | Essential | Application Form & Interview |

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|  | **Special Knowledge and Skills** | **Essential/ Desirable** | **Where Identified** |
| 15 | Ability to work in areas where the material required may be emotionally upsetting and to remain professional at all times. | Essential | Application Form & Interview |
| 16 | Ability to work flexibly in relation to the needs of the post. | Essential | Application Form & Interview only |
| 17 | Ability to work with ICT hardware and have an understanding of networking systems. | Essential | Application Form & Interview |
| 18 | Ability to work on own initiative, prioritise workload and meet deadlines. | Essential | Application Form & Interview |
| 19 | Ability to manage the storage and archiving of large multimedia files. | Essential | Application Form & Interview |
| 20 | Ability to communicate both written and verbally to a high standard with confidence and clarity, taking account of audience. | Essential | Application Form &  Interview |
| 21 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider. | Essential | Application Form & Interview |
| 22 | Demonstrate an understanding of and ability to implement Health & Safety at work. | Essential | Application Form & Interview |
| 23 | Demonstrate commitment to good data quality within all areas of work. | Essential | Application Form & Interview |
| 24 | Hold and maintain a current driving licence. | Essential | Application Form & Interview |

**JD updated July 2023**