



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Head of Film and Audio

Division: Communications Division

Accountable to: Deputy Director of Communications

Competency	Criteria	E/D
Knowledge and experience	<ul style="list-style-type: none"> Experience of managing teams and handling sizeable budgets/resources. 	E
	<ul style="list-style-type: none"> Proven digital media production experience including using Adobe Audition, Premiere, and Photoshop, and knowledge of video and audio formats 	E
	<ul style="list-style-type: none"> Experience of delivering and reporting on complex projects of strategic importance, account managing and meeting the needs of multiple internal stakeholders. 	E
	<ul style="list-style-type: none"> Knowledge of and experience of using content management systems 	E
	<ul style="list-style-type: none"> Comprehensive understanding and experience of managing online digital distribution e.g., SoundCloud, iTunes / Apple podcasts and podcast RSS feeds. 	E
	<ul style="list-style-type: none"> Previous experience of working in higher education. 	D
Communication	<ul style="list-style-type: none"> Excellent oral and written communication skills. 	E
	<ul style="list-style-type: none"> Proven ability to proactively liaise with a range of colleagues at various levels of seniority, interpreting and communicating briefs and design concepts. 	E
	<ul style="list-style-type: none"> Ability to persuade colleagues to consider different approaches and to listen to different perspectives. 	E
	<ul style="list-style-type: none"> Ability to represent benefits of film and audio content to ensure effective application amongst communications and non-communication colleagues 	D
Teamwork and	<ul style="list-style-type: none"> A self-motivated and proactive member of staff with a willingness to contribute to wider divisional or organisational 	E



motivation	<p>activities and enhance the visibility of film and audio content</p> <ul style="list-style-type: none"> • Ability to lead the team in order to focus their efforts on the immediate priorities and motivate individual team members • Confident to advise of the correct approach, including to colleagues at a more senior level. 	<p>E</p> <p>E</p>
Initiative and problem solving	<ul style="list-style-type: none"> • Ability to approach briefs creatively and promote challenging innovative solutions with adaptability to consider different perspectives • Ability to analyse complex information e.g. usage data from multiple online platforms, in order to provide solutions and iteratively improve the reach and impact of LSE's video and audio products • Experience of leading colleagues to understand qualitative and quantitative data to develop solutions to meet objectives • Ability to identify operational problems and deploy appropriate solutions independently and without the need for advice from more senior members of staff. • Ability to apply experience to recommend or deliver solutions where evidence is not available. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Decision Making	<ul style="list-style-type: none"> • Ability to make confident, independent and collaborative decisions in order to deliver complex projects of strategic importance • Assimilate complex information to clarify the requirements of the project and take independent and authoritative decisions to ensure successful delivery to support the School's needs. • Proven ability to provide specialist professional advice in order to assist internal stakeholders at various levels of seniority in making informed decisions. 	<p>E</p> <p>E</p> <p>E</p>
Liaison and networking	<ul style="list-style-type: none"> • Proven ability to liaise with internal clients at various levels of seniority to identify their requirements and provide appropriate solutions. • Proven ability to lead project teams in order to plan and deliver complex projects in a timely manner. • Ability to build and maintain relationships within an organisation in order to better contribute to collaborative activities and to take the lead for digital media. • Ability to lead a network of colleagues in order to share knowledge and best practice and foster continuing professional development. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>



	<ul style="list-style-type: none"> Confidence to build networks with peers in other organisations to continue to develop best practice at LSE. 	E
Service and Delivery	<ul style="list-style-type: none"> Ability to fulfil client briefs and to take projects from design to implementation, taking into consideration time and budget constraints 	E
	<ul style="list-style-type: none"> Evidence of working proactively to seek customer feedback in order to monitor progress and identify and deploy iterative improvements to improve service delivery. 	D
Planning and resources	<ul style="list-style-type: none"> Evidence of managing complex projects and understanding client needs, incorporating account handling duties. 	E
	<ul style="list-style-type: none"> Ability to lead and operationally plan cross-divisional projects which raise the profile of LSE's leading research and education through effective public engagement. 	E
	<ul style="list-style-type: none"> Experience of managing a team or large project's resources with good monitoring practices. 	E
	<ul style="list-style-type: none"> Proven ability to contribute to annual planning and evaluation. 	E
Personal Skills/ Attributes	<ul style="list-style-type: none"> Enthusiasm for the benefits of excellent multi-media and film to support an organisation's communications objectives. 	E
	<ul style="list-style-type: none"> Strong communication, interpersonal and presentation skills. 	E
	<ul style="list-style-type: none"> Effective leadership and management skills. 	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.