



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: Video Producer

Ref no.:

Department/Division: Communications Division **Accountable to: Film & Audio Manager**

Competency	Criteria	E/D
Knowledge and experience	Strong experience in producing digital video content	E
	Ability to use and experience of filmmaking with both DSLR and broadcast cameras	E
	Ability to use Adobe Premiere Pro and related applications in the Adobe Creative Suite such as After Effects and Audition, and standard office software applications	E
	Knowledge of audio recording techniques and ability to produce multitrack audio podcasts	D
	Proven track record of disseminating complex material to wider audiences	E
	Experience of delivering complex video and audio projects of strategic importance meeting the needs of multiple internal stakeholders.	E
	Experience of producing complex motion graphics and animation and a strong skillset in Adobe After Effects and similar software would be advantageous	D
	Knowledge of standard media studio systems and ability to troubleshoot and provide technical support to stakeholders	E
Communication	Excellent oral and written communication skills	E
	Ability to convey complex specialist information in a simple accurate and clear manner both verbally and via email	E
	Able to provide advice on video/audio production as required	E



	Ability to deal with clients, suppliers and staff with diplomacy and tact.	E
Teamwork and motivation	Ability to contribute to building team morale as an active participant in a team and be supportive and encouraging of other team members	E
	Ability to be flexible in approach to delivering team results and meeting team and School/Unit objectives.	E
Liaison and networking	Proven ability to proactively liaise with a range of colleagues at various levels of seniority, within Communications, the wider division and School.	E
	Effective liaison with suppliers and clients, both internal to the organisation and external.	E
Service and Delivery	Proven ability to fulfil the clients' brief and to take projects from design to implementation, taking into consideration time and budget constraints	E
	Evidence of understanding how and when to escalate issues to a manager or another department/individual	E
Planning and resources	Evidence of managing your own workload in order to meet agreed deadlines according to established priorities	E
	Evidence of working independently to successfully complete tasks	E
	Evidence of providing management information in order to track job progress and outcomes	E
Investigation, analysis and research	Evidence of researching and utilising new technologies as they become available	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.