



## 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:** Film and Audio Manager

**Department/Division:** Communications Division      **Accountable to:** Head of Brand

Competency	Criteria	E/D
Knowledge and experience	<ul style="list-style-type: none"> <li>Experience of delivering and reporting on complex projects of strategic importance, account managing and meeting the needs of multiple internal stakeholders.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of managing teams and controlling sizeable budgets/resources.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven digital media production experience including use of Adobe Audition, Premiere, and Photoshop and CC and knowledge of video and audio formats and codecs</li> </ul>	E
	<ul style="list-style-type: none"> <li>Comprehensive understanding and experience of managing online digital distribution / social media platforms e.g., YouTube, SoundCloud, iTunes / Apple podcasts and podcast RSS feeds.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge of and experience of using content management systems, FTP, and XML / RSS for podcasts</li> </ul>	E
	<ul style="list-style-type: none"> <li>Previous experience of working in higher education.</li> </ul>	D
Communication	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to proactively liaise with a range of colleagues at various levels of seniority, interpreting and communicating briefs and design concepts.</li> </ul>	E
Teamwork and motivation	<ul style="list-style-type: none"> <li>A self-motivated and proactive member of staff with a willingness to contribute to wider divisional or organisational activities.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to lead the staff team in order to focus their efforts on</li> </ul>	



	the immediate priorities and motivate individual team members.	E
<b>Initiative and problem solving</b>	<ul style="list-style-type: none"> <li>Ability to approach briefs creatively and promote challenging innovative solutions.</li> </ul>	E
	<ul style="list-style-type: none"> <li>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 the school's video and audio products.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to identify operational problems and deploy appropriate solutions independently and without the need for advice from more senior members of staff.</li> </ul>	D
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>Ability to make independent and collaborative decisions in order to deliver complex projects of strategic importance.</li> </ul>	E
<b>Liaison and networking</b>	<ul style="list-style-type: none"> <li>Proven ability to liaise with internal clients at various levels of seniority to identify their requirements and provide appropriate solutions.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to liaise with members of project teams in order to plan and deliver complex projects in a timely manner.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to build and maintain relationships within an organisation in order to better contribute to collaborative activities.</li> </ul>	D
	<ul style="list-style-type: none"> <li>Ability to build relationships with colleagues in order to share knowledge and best practice, and foster continuing professional development.</li> </ul>	D
<b>Service and Delivery</b>	<ul style="list-style-type: none"> <li>Ability to fulfil client briefs and to take projects from design to implementation, taking into consideration time and budget constraints</li> </ul>	E
	<ul style="list-style-type: none"> <li>Evidence of working proactively to seek customer feedback in order to monitor progress and identify and deploy iterative improvements to improve service delivery.</li> </ul>	D
<b>Planning and resources</b>	<ul style="list-style-type: none"> <li>Evidence of managing complex projects and understanding of client needs, incorporating account handling duties.</li> </ul>	E
<b>Personal Skills/ Attributes</b>	<ul style="list-style-type: none"> <li>Strong communication, interpersonal and presentation skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Effective leadership skills.</li> </ul>	E

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

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