

Post Details		Last Updated: 12/09/2022	
Faculty/Administrative/Service Department:	Marketing		
Job Title:	Film Content Creator		
Job Family	Professional Services	Job Level	3
Responsible to:	Creative Services Manager		
Responsible for:	N/A		
Job Purpose Statement As a member of the Creative Services Team, the post holder will be responsible for assisting the wider University with the production of film content, managing incoming briefs and liaising with customers as well as managing the existing catalogue of archive film.			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> 1. Coordinating all incoming film requests, ascertaining requirements and either self-shooting or booking in with the appropriate suppliers. 2. Producing and editing film, to our brand guidelines, for a variety of channels. 3. Filming b-roll for use in key campaigns and events. 4. Liaising with internal customers and suppliers. 5. Uploading and managing content on our digital asset management system and YouTube channel. 6. Management of archived/b-roll footage. 7. Maintaining equipment log. 8. Ensuring POs are raised and Invoices processed in a timely manner. <p>N.B. The above list is not exhaustive</p>			
All staff are expected to: <ul style="list-style-type: none"> • Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. • Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. • Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. • Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. • Undertake such other duties within the scope of the post as may be requested by your Manager. • Work supportively with colleagues, operating in a collegiate manner at all times. Help maintain a safe working environment by: <ul style="list-style-type: none"> • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. • Following local codes of safe working practices and the University of Surrey Health and Safety Policy. 			
Elements of the Role This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.			
Planning and Organising The post holder will work with many different individuals from across the University and at many different levels, and will be expected to provide excellent customer service to the defined service level. The post holder will work to internal processes and brand guidelines. The post holder will have the ability to meet deadlines in a high-pressure environment.			
Problem Solving and Decision Making			

The post holder will be a confident, self-motivated person with initiative and drive who will provide a fully supportive service.

The role requires the post holder to have a number of ongoing tasks at any one time, to complete to the highest possible standard and often to tight deadlines.

Continuous Improvement

Within the role there is scope for the post holder to apply their initiative in order to improve internal processes related to film production.

Dimensions of the role

The post holder will be expected to provide a strong support to the Creative Services Manager to provide an efficient coordination point for film production across the wider University.

The role impacts the reputation and standard of the University.

Supplementary Information

The post holder will have a passion and enthusiasm for film and strong written and verbal communication skills.

Keeping a finger on the pulse of current trends is also imperative, and the post holder will be expected to work on both requests from colleagues, as well as pitching own ideas for films to promote the University.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Degree level or equivalent OR relevant work experience (at least 1 year in a corporate environment)/vocational qualifications

E

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/
Desirable**

**Level
1-3**

Good organisational skills

E

2

Good IT Skills (including Microsoft Word, Excel and PowerPoint)

E

2

Excellent understanding of video production methods, pre and postproduction workflow, and knowledge of the technologies involved.

E

2

Excellent understanding of video production tools such as Adobe Premiere Pro, Adobe After Effects, Adobe Audition

E

1

Knowledge of social media communities and platforms. The post-holder should stay up to date with current trends and technologies

D

1

Previous experience of working in a similar role

E

2

Special Requirements:

**Essential/
Desirable**

Ability to work outside normal working hours on occasion to meet the business needs.

D

Core Competencies This section contains the level of competency required to carry out this role.

**Level
1-3**

Communication

3

Adaptability / Flexibility

2

Customer/Client service and support

3

Planning and Organising	2
Continuous Improvement	1
Problem Solving and Decision Making Skills	2
Managing and Developing Performance	1
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	2
Strategic Thinking & Leadership	1

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

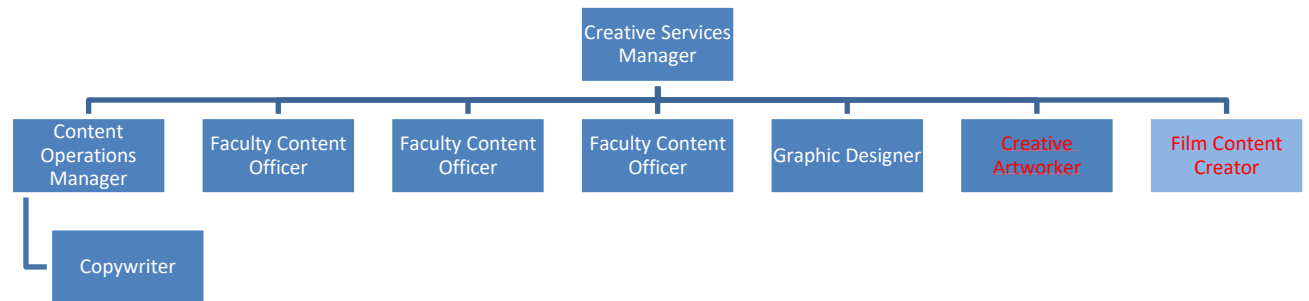
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The Marketing, Recruitment and Admissions department is responsible for ensuring that the University is optimally positioned with core audiences in local, national and international markets. Attraction of appropriate high quality students and research funding income; as well as ongoing reputation/ brand awareness, and achieving high levels of customer service are some of the performance indicators against which the department are judged.

Department	Structure	Chart
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Relationships *This is not an exhaustive list of every relationship the post holder has, but is a brief description of those that play an important part in the post holder successfully carrying out the role. It should identify the significant internal and external relationships and contacts that the post holder has in their job and describe the overall purpose and nature of those relationships (i.e. exchanging information, negotiating, networking, etc.)*

Internal

The post holder will work closely with members of the Marketing and Communications departments, in particular, the Student Marketing team, as well as the Faculties across the University.

External

The post holder will liaise, brief and communicate with external approved suppliers, and edit external work on occasion.