SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Training and Development
Post	Multimedia Developer
Post No	504044
Grade	7
Location	Cardiff Gate Training and Development Centre (Expected to work from other locations across service)
Responsible to	Project Station Manager - Learn Pro

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST
To provide a quality and efficient design and multimedia service through the creation, development and production of multimedia assets and materials to support all Service activities relating to training, learning, development and ongoing skills competency.

DUTIES AND RESPONSIBILITIES

1. To design and develop multimedia assets, e-learning packages, where appropriate, Learn Pro packages and other presentations using a variety of software and visual aids including (but not limited to: Adobe CC, Powerpoint, Articulate, Lectora, Lab Advance, Online resources etc.) for both online and instructor led courses based on local and all Wales needs, where required.

2. To provide specialist support to develop and produce imaginative designs, documents (including training handbooks, certificates and other training materials, such as technical examination documentation), multimedia and Powerpoint presentations and artwork using appropriate software.

3. To develop and produce visual materials for inclusion in interactive multimedia packages using a range of drawing, photographic, video animation and sound software.

4. To provide a photographic and video service for Cardiff Gate Training & Development Centre to cover special events and graduation ceremonies for new trainees.

5. To ensure that multimedia hardware (e.g. Cameras etc.) are serviceable and maintained ready for use, including the acquisition of new equipment, where

required, and to provide technical support to the training department in relation to its multimedia needs.

6. To capture and edit photographic and video media to develop and/or enhance presentation media content.

7. To collaborate with other Multimedia Developers across the organisation and in other Fire & Rescue's to create innovative development packages for the organisation and to ensure that content falls in line with Standard Operating Procedures and National Operational Guidance (where adopted).

8. To maintain, develop and support the Service's Learning Management System (LMS) and its application within the Service, including the management of uploaded courses and the provision of system reports to internal and external stakeholders such as WAG.

9. To maintain and upload video content to the Video Streaming Server within the specified format.

10. To liaise with internal and external stakeholders e.g. HR Finance, Operations, Welsh Government, Private Sector providers etc. with regards to bespoke e-learning training requirements and their application and design within the Service's current working systems.

11. To ensure compliance with copyright law and other relevant legislation and obtain permission to reproduce copyright material in order to ensure legal infringements are avoided.

12. To ensure all materials produced conform to the Fire & Rescue Service's corporate image and are designed in line with requisite quality standards.

13. To maintain awareness of technological developments and recommend improvements to existing hard/software through attendance at User Group Meetings where required.

14. To assist with the evaluation and installation of new/upgraded software.

15. To produce videos, online learning materials, CD-Roms, DVDs, presentations, as and when required.

16. To support and work with external agencies, as and when required.

17. To ensure compliance with the Data Protection Act and ensure data security is maintained. (As per General Data Protection Regulation).

18. To assist in the development, design and maintenance of the Training Depts Intranet pages, as required.

19. To carry out all aspects of the role both on-site and on location throughout the Service area in a range of environments, where required.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.

- Any other duties commensurate with the grade and post.

- To co-operate fully with any scheme or pilot scheme using the same, that shall be introduced within the department or across the Service.

- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.

- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both English and in Welsh and we welcome communication in either language.