



JOIN US

MULTIMEDIA DEVELOPER APPLICANT INFORMATION PACK



Gwasanaeth Tân ac Achub
De Cymru

South Wales
Fire and Rescue Service

RAISING AWARENESS - REDUCING RISK

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WHO WE ARE

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**TO MAKE SOUTH WALES SAFER, BY
REDUCING RISK”**

We are South Wales Fire and Rescue Service and our vision, mission and values are what drives and motivates our people to make south Wales safer, by reducing risk. We aim to protect and serve all across the 10 Unitary Authorities that make up our diverse area, working in partnership with our colleagues in other frontline services

We employ around 1700 people across South Wales in a mix of Operational and Corporate roles, with most of our corporate staff being based at our headquarters in Llantrisant.

The frontline services provided by South Wales Fire and Rescue Service Operational Staff are supported by a number of teams, which fulfil administrative and technical roles. Operational and Corporate Staff work closely together to provide a high level of service for the communities of South Wales.

Diversity, Inclusion, Cohesion and Equity are a priority for South Wales Fire and Rescue Service and we have a commitment to endeavour to reflect the communities that we serve.

ROLE PROFILE

Please apply by the 28th February 2025

An exciting opportunity has arisen for a **Multimedia Developer** within South Wales Fire and Rescue Service's Training Support Unit. This role will be based at Cardiff Gate Training and Development Centre, Church Road, Old St. Mellons, Cardiff, CF3 6YA. We are a family friendly organisation and a flexible working system is in operation.

Working as part of the Training Support Unit and reporting to the Multimedia Development Team Leader, the successful candidate will provide a high quality and efficient design and multimedia service through the creation of training materials to support all Service activities relating to training, development, and ongoing skills competency. In addition, they will provide a photographic and video service for Cardiff Gate Training & Development Centre.

Excellent organisational skills are required, accuracy and attention to detail are also essential for this role, as well as an ability to communicate effectively across all levels, with a range of internal and external stakeholders. Training in South Wales Fire and Rescue Service software systems will be provided.

This role may involve some occasional travelling between sites throughout the South Wales area. The successful candidate must be able to travel independently.

- **Contract:** 12 months fixed term
- **Grade:** 8
- **Salary:** £31,586 to £32,654
- **Hours of Work:** 37
- **Directorate:** Training
- **Job Ref:** 504045
- **Location:** Cardiff Gate Training Centre

JOB DESCRIPTION

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.

Responsible to: Multimedia Development Team Leader

1. To design and develop multimedia assets, e-learning packages, and other training materials using a variety of software including Adobe Creative Cloud, PowerPoint and Articulate, for both online and instructor led courses.
2. To develop and produce visual materials for inclusion in interactive multimedia packages using a range of drawing, photographic, video animation and sound software.
3. To provide a photographic and video service for Cardiff Gate Training & Development Centre to cover special events and graduation ceremonies for new trainees.
4. To ensure that multimedia hardware (e.g. Cameras etc.) is securely stored, 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.
5. To capture and edit photographic and video media to develop and / or enhance presentation media content.
6. To work closely in conjunction with other Multimedia Developers across the organisation (e.g. Media & Comms, ORM etc.) 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).
7. To maintain, develop and support the Service's Learning Management System (LMS) and its application within the Service, including the management of uploaded courses.
8. To maintain and upload video content to the Video Streaming Server within the specified format.
9. 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.

10. 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.
11. To ensure all materials produced conform to the Fire & Rescue Service's corporate image and are designed in line with requisite quality standards.
12. To maintain awareness of technological developments and recommend improvements to existing hardware / software through attendance at user group meetings where required.
13. To assist with the evaluation and installation of new / upgraded software.
14. To ensure compliance with the Data Protection Act and ensure data security is maintained. (As per General Data Protection Regulation).
15. To assist in the development, design and maintenance of The Operational Development Team's Intranet pages, as required.
16. 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.

In addition to the duties and responsibilities outlined above, the post holder will be required to:

1. Undertake any other duties commensurate with the grade and post.
2. Attend in-house and external training courses as required.
3. Co-operate fully with any scheme or pilot scheme introduced within the department or across the Service.
4. Apply the principles of the Service's Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
5. Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
6. Adhere to Health & Safety and Wellbeing Legislation and Procedures and take reasonable care for the health and safety of self and others.

PERSON SPECIFICATION

ESSENTIAL

- ✓ Previous experience of providing multimedia solutions.
- ✓ An understanding of creating a variety of materials with the end-user/customer in mind.
- ✓ Experience of working with Adobe Creative Suite (including Photoshop and Premier Pro).
- ✓ Experience of capturing and working with video and still images.
- ✓ Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.
- ✓ Ability to maintain a confident and resilient attitude in highly challenging situations.
- ✓ Proactive in supporting change, and the ability to adjust approach to meet changing requirements.
- ✓ Ability to communicate effectively both orally and in writing to a wide range of audiences.
- ✓ Ability to lead, involve and motivate others both within the Fire and Rescue Service and in the community.
- ✓ Commitment to and ability to develop self, individuals, teams and others, to improve organisational effectiveness.
- ✓ Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.
- ✓ Ability to maintain an active awareness of the environment to promote safe and effective working.

DESIRABLE

- ✓ Experience of working with Articulate authoring software (or similar Software packages)
- ✓ Experience of Microsoft Packages including Power Point and Word
- ✓ Ability to speak Welsh.

THE APPLICATION PROCESS

Candidates should complete our shortlisting evidence. This should address the questions below with a response that doesn't exceed 500 words per question (e.g. Maximum 2500 Words)

Question 1: Please provide your previous experience of providing multimedia solutions.

Question 2: Tell us your experience of working with Adobe Creative Suite (including Photoshop and Premier Pro).

Question 3: Please outline your ability to maintain a confident and resilient attitude in highly challenging situations.

Question 4: Please evidence your experience in proactively supporting change, and the ability to adjust approach to meet changing requirements.

Question 5: Demonstrate your commitment and ability to develop self, individuals, teams and others, to improve organisational effectiveness.

HOW TO APPLY

External Applicants

Please log in to our website at: www.southwales-fire.gov.uk/working-with-us/latest-vacancies

Select the role from the 'Current Vacancies' and click on the link for our e-recruit system.

Ensure that all sections of the application form are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

Internal Applicants

Please log in to People XD/Core and navigate to 'current vacancies' to select the relevant position. Ensure that all sections of the application are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

All Applicants

If you require this document in an alternative format, such as large print or a white or coloured background, or alternatively require a paper application form, please contact our Recruitment team at recruitment@southwales-fire.gov.uk or call us on 01443 232200 and we will endeavour to help as quickly as possible.

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions and interview questions). Arrangements will be confirmed following invitation to interview and may include translation and/or simultaneous translation

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

BENEFITS

Annual Leave – A generous annual leave allowance.

Employee Assistance Programme – The EAP provides confidential, impartial advice and support 24 hours a day, 365 days a year. The service is free for employees to access whenever they need.

Vivup – Award winning employee benefits provider that offers all staff a stack of health and wellbeing benefits and savings across a number of big brands.

Some of the perks on this platform include:

- **Cycle to work scheme**
- **Tusker car scheme**
- **Home and electronics discount**
- **Lifestyle Savings**

Flexi Time – Corporate staff are able to work flexi time. With core hours of 10am – 12pm and 2pm – 3pm; you can complete the balance of your hours anytime between 7am and 7pm.

Learning & Development – SWFRS recognise that well trained employees are key to success. With a dedicated Training Centre at Cardiff Gate and specialist training teams, there are plenty of opportunities to grow & develop new skills.

Gym - Wherever you are based as an employee of South Wales Fire and Rescue Service, access to our gym facilities is available to all, free of charge.

Health and Fitness Advisors - Our Health and Fitness Advisors monitor the fitness levels of operational staff. They can also offer health and fitness advice to all employees on request.

Firefighters' Charity - Every employee, along with their dependents, can be beneficiaries of the charity. The charity provides health and wellbeing support to the whole Fire Service community.

Car Parking – SWFRS does not charge for car parking at any of its sites.

Mind Blue Light Champions – As part of our ongoing commitment to health and wellbeing, we support the MIND Blue Light Programme. The programme offers mental health support for emergency services employees.

Occupational Health – The Occupational Health Unit aims to maximise the health and wellbeing efficiency of staff and to minimise the risks to which staff are exposed as a result of working practices and the environment.

Pension – Support staff are eligible to join the Local Government pension scheme, which is a defined benefit pension scheme. Employee contributions are based on your salary.

Sports and Social – Our sports and social section brings together employees from across departments. Photography, skiing, rambling, cycling, football, rugby, surfing and golf are just some of the shared interests.

Welsh Courses – South Wales Fire and Rescue Service recognize the importance of the Welsh language in the workplace and offers all employees access to Welsh language courses at a range of levels to suit all needs.

Disability Confident – We are proud to be a certified Disability Confident Committed Employer





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South Wales Fire and Rescue Service

Recruitment & Retention Team
Fire Service Headquarters
Forest View Business Park
Llantrisant
CF72 8LX

Recruitment Line – 01443 232200
recruitment@southwales-fire.gov.uk

SCAN ME



www.southwales-fire.gov.uk/working-with-us