

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Training and Development
Post	Multimedia Developer
Post No	504044
Grade	8
Location	Cardiff Gate Training and Development Centre (with occasional travel required to other Service locations and training venues as directed by the Team Leader)
Responsible to	Multimedia Development Team Leader

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all 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 of training materials to support all Service activities relating to training, development, and ongoing skills competency. To provide technical expertise in the operation of the team's ICT systems including PDRpro and Learnpro and to develop interactive scenarios for the provision of Incident Command training to South Wales FRS staff.

1. To design and develop multimedia assets, e-learning packages, and other training materials using a variety of software including Adobe Creative Cloud, PowerPoint, Articulate, XVR, 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 support the development and operation of ICT systems including PDRpro, Learnpro, and XVR, providing technical support to ensure they are maintained and operating effectively, in conjunction with the Multimedia Development Team Leader.
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 e.g. PDRpro and XVR.
13. To assist with the evaluation and installation of new / upgraded software.
14. To create innovative multimedia materials for both initial and operational training including the development of incident simulations for Incident Command.
15. To ensure compliance with the Data Protection Act and ensure data security is maintained. (As per General Data Protection Regulation).
16. To assist in the development, design and maintenance of The Operational Development Team's Intranet pages, as required.
17. 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.

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

