

Person Specification

Post Title: Graduate Video Assistant	Post No:
Organisation Unit: Communications, Admissions, Marketing and Student Recruitments (CAMS)	
Salary: £23,500 p.a.	Date Compiled: Dec 2019

Attributes	Essential *	Desirable
Knowledge	Able to demonstrate a good working knowledge of Microsoft Office (including Office 365) products and other digital/social platforms	Understanding of current marketing theory and practice
Skills	<p>Excellent communication skills (both verbal and written) at all levels</p> <p>Technical skill: ability to edit video using Adobe Premiere to a professional broadcast standard with familiarisation of the Adobe CC suite</p> <p>Meeting stakeholder/client expectations through excellent customer focus and a solution driven approach</p> <p>Able to work effectively as a team member with a willingness to roll up sleeves and deliver hands-on help as part of a team</p> <p>Strong organisational skills with a great attention to detail</p> <p>Demonstrate initiative and enthusiasm, and the ability to successfully multi-task</p> <p>Ability to prioritise workload, exercise judgment, and meet set deadlines</p> <p>Ability to network effectively and work collaboratively with other staff within post department and University-wide</p>	Ability to work proactively without supervision, exercising judgement and initiative as necessary.

Experience	<p>Technical: Experience of a range of digital video cameras with awareness of the need for accurate focus, composition, white balance, correct sound levels, etc.</p> <p>Working independently and within a team and dealing with unforeseen issues in ever changing circumstances</p> <p>Use a solutions-driven approach when dealing with unforeseen circumstances</p> <p>Experience of managing a diverse workload</p>	<p>Communicating with professional and managerial staff</p> <p>Experience of planning and organising events: meetings, conferences or seminars</p>
Qualifications	<p>NTU Graduate degree of 2:1 or above within the last two years</p>	

*** Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check proof of eligibility to work in the UK**

Competencies	COMPETENCY - ESSENTIAL	LEVEL	COMPETENCY - DESIRABLE	LEVEL
	Team Working: Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.	2	Adaptability Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in appraisal process and takes responsibility for keeping professional skills and knowledge up to date.	1
	Customer Focus: Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.	2	Making informed decisions Uses analysis, reports and data to test the validity of options and assess the risk before taking decisions. Ensures optimum decisions are taken.	2
	Creativity and innovation Seeks out, reviews and integrates new ways of working into role	1		
	Communicating and Influencing: Communicates information effectively to a wide range of diverse stakeholders, influencing events.	2		
	Organisation and Delivery: Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.	2		