



Video and Multimedia Production Technician

Egrove Park, Kennington & Park End Street, Oxford

Grade 6: £32,332 - £38,205 per annum

Fixed term contract 12 months, full time

Saïd Business School, University of Oxford

SAID BUSINESS SCHOOL UNIVERSITY



The role

- Record, produce and edit video and other multimedia content focused on research, teaching and learning requirements of the Business School, ensuring output meets Faculty and institution brand guidelines and reflects good pedagogic practice.
- Act as the main point-of-contact for all video commissions in the Faculty.
- Where unable to fulfil requests in-house directly, work with the AV department, external partners, and clients to specify requirements.
- Work with Digital Media and external partners to deliver content on time, on brand, and to budget.
- Provide specific Video and Multimedia Production support to the Faculty Digital Learning Technologist.
- Manage video integration with virtual learning environments and digital asset repository

Responsibilities

- o Lead and provide video, livestreaming, screen capture, video conferencing, audio recording and editing services to all departments, working closely with Digital Learning Team and AV Teams.
- o Collaborate with members of teaching, research, internal communications, Faculty and student teams to develop creative video solutions that effectively communicate the intended message.
- o Work closely with Instructional Designers in using video analytics and student clickstream patterns (e.g. watch rates) to inform pedagogic approaches and enhance learning performance.
- o Work to ensure video content is accessible and non-restrictive. Support accessibility to video content e.g. synchronised captioning and accessible in channel transcripts of videos. Enhance the inclusion of those with different learning difficulties and international students.
- o Plan and produce a wide variety of audio and video content, ranging from talking head, screen capture, live-stream, podcast and animation for teaching and learning, to high quality on location footage for research. Liaise with internal and external video suppliers to ensure that commissioned content is produced on time, to budget, and to the required standard.
- o Produce realistic costings to ensure video shoots meet the budgetary needs of clients.
- o Provide specialist advice and training to colleagues and students within SBS on the use of lighting, video, audio and equipment, as

well as a range of software for audio and video editing.

- o Inform the procurement of video and media equipment, software and filming spaces.

- o Promote the use of media throughout the Faculty as a key tool for teaching and learning and research.

- o Keep up-to-date with video and multimedia trends and technologies both within the education sector and beyond to ensure content produced reflects the current landscape.

- o Contribute to the development of a sustainable strategy for providing video and multimedia services to the Faculty, considering planning, production, storage and distribution processes, in line with wider Faculty.

- o Implement the protection of multimedia intellectual property and consent when needed and understand and ensure compliance with data privacy and data protection regulations

- o Ensure compliance with legislation and best practice in relation to matters including data protection and copyright with respect to producing, publishing and archiving multimedia content, as well as the use and distribution of third-party content.

Key Relationships

- Faculty and staff groups as well as end user/customer/student representatives
- Heads of other departments across the School, including in particular the Directors of Custom and Open Programmes in Executive Education and Directors of Degree Programmes
- Programme Directors
- Student Programme Services
- Digital Learning Technologist

- Head of Audio Visual and Audio Visual Team
- Chief Information Officer and Chief Operating Officer
- Senior account directors and managers of external providers, partners and agencies.
- The collegiate university

Hazard-specific / Safety-critical duties

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Working at heights
- Regular manual handling



Selection criteria

Essential selection criteria

- Experience in video and multimedia creation for learning in a Higher Education setting
- Comprehensive knowledge of Audio Visual and Multi Media technologies, systems and solutions.
- Experience in development of briefs for video and digital assets, preparing content for handover to production, and reviewing and providing feedback on production outputs
- Experience of working in a busy, pressured environment whilst organising and prioritising your own work to meet tight deadlines.
- Experience of creating videos for educational purposes from start to finish including scripting, storyboarding, filming, sound, editing, and postproduction.
- Experience with a diverse range of tools for video and multimedia creation
- Excellent technical skills in the use of video and photographic equipment including lighting, sound, and green screen.
- Experience in the design, installation and use of complex Audio Visual and Multi Media Systems.
- Demonstrable experience in the delivery of excellent customer service and technical teaching support in an Academic and/or demanding Corporate environment at Faculty and/or Executive Board Level.
- Experienced in the writing of technical documents such as manuals for technicians, and end user operation management.
- Ability to operate collaboratively in a Team environment.

Desirable selection criteria

- Experience in video conferencing and webinar solutions - Skype for Business, Teams, Zoom.
- Cross platform video, multi media and audio editing expertise.
- Experience in the training of peers and end users in the use of new technologies.
- Use of Blackmagic Design video, live mix devices.
- Avixa – CTS Accreditation.
- Experience in the use and development of lecture capture systems.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems. We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we

undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Further information about Saïd Business School is available at www.sbs.oxford.edu

The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Social Sciences

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk/>



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from:

<https://hrsystems>.

admin.ox.ac.uk/recruitment-support

If you require any further assistance please email

HR.recruitment@sbs.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays) Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Pay increases

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 21.4% and Employee contribution is 9.8%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%-8% and Employer contribution 6%-10%.

NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

University discounts

Wide range of discounts from external companies using a university card.

University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

Saïd Business School, University of Oxford