

JOB DESCRIPTION
Digital Media Engineer
Vacancy ref: N1393

Job Title:	Digital Media Engineer	Present Grade: 6S
Department/College:	ISS (Faculty IT Support)	
Directly responsible to:	Teaching Space Services Co-coordinator	
Supervisory responsibility for:	Temporary Events staff as required	
Other contacts		
Internal:		
All staff, students and visitors at the University. Members of the Service Desk and Operational Teams.		
External:		
IT and AV Suppliers, Events coordinators, Software companies		
Main Duties		
To act as a media specialist in the Teaching Space Team. Responsible for capture, creation, editing and curation of digital media as part of central ISS service provision.		
Major Duties:		
<div>1. Operational responsibility for Lecture Capture service, including:<div><div>a. Monitoring of software (unattended) lecture capture system</div><div>b. Support of relevant equipment in lecture theatres</div><div>c. Production of audio and video materials from source capture material</div><div>d. Fault diagnosis and subsequent resolution, referral and recording of outcomes</div><div>e. Assistance with the use of lecture capture for individual academics, or for lecture broadcast.</div></div></div>		
<div>2. Editing of captured video content for provision to eLearning systems, websites or other endpoints</div>		
<div>3. Working with the technical events coordinator to provide live and on-demand streaming of events</div>		
<div>4. Provide general teaching space AV and IT support within the teaching space services team.</div>		
<div>5. Responsibility for managing small scale installations of AV equipment.</div>		
<div>6. Loan of AV equipment as appropriate</div>		
<div>7. Delivery of training on the use of digital equipment and the creation of training documentation.</div>		
<div>8. Take referrals from the Desk via information systems and also via mobile phone in the case of urgent problems, resolving problems and recording progress and outcomes in the Service Desk’s information systems.</div>		
<div>9. To undertake training and personal development as required.</div>		
<div>10. To maintain high levels of professional conduct, including but not limited to, cooperative engagement in tasks set, the exercising of initiative to suggest through line mangers improvements to the service provided, and clear and professional styles of communication at all times.</div>		
<div>11. To support other activities that may become the responsibility of ISS through evolution, growth or restructuring.</div>		
<div>12. To carry out any duties as may be reasonably required by the Director of Information Systems Services or their nominated representative.</div>		