



**CORPORATE COMMUNICATIONS SERVICE
JOB DESCRIPTION**

JOB TITLE: TV & EVENT PRODUCTION OFFICER POST NO: HA51	
GRADE:	Grade G
DEPARTMENT:	Corporate Communications
ACCOUNTABLE TO:	Head of Engagement and Campaigns
STAFF SUPERVISED:	None
LOCATION/WORK BASE:	Headquarters, Nettleham

JOB PURPOSE AND SCOPE:

The Commissioner and Chief Constable require a professional communications function to enable them both to undertake their respective roles, discharge their statutory duties and to support their organisations. The primary function of the shared service is to manage, maintain and enhance the reputation of the Police and Crime Commissioner, Chief Constable and Lincolnshire Police. It does this through contributing to the effective delivery of the Commissioner’s Police and Crime Plan, the Operational Policing Delivery Plan and supporting the Chief Constable’s Independent operational policing activities. The service’s activities contribute towards:

- Increased levels of trust and confidence in policing and the role of the Commissioner
- strengthened relations between the public and partners, and the Police and Commissioner
- reduced levels of crime
- the sourcing of intelligence that enables future policy development and service design

The TV & Event Production Officer will contribute to the shared service provided to the Chief Constable and the Police and Crime Commissioner for corporate communications. He or she will provide advice in relation to television and audio-visual resources. He/she is responsible for the planning and control of all stages of video productions. The post holder also ensures the efficient technical support of the numerous courses operated by the Department.

CORE WORK AREAS

1. Manage the day to day running, maintenance and development of the Television Unit
2. Technical and artistic planning and production of all film and media (including DVD) productions for in-force departments and external agencies.
3. Delivery of final productions including design and branding.
4. Ensure provision of appropriate technical support for broadcast training courses.

- 5: Advise the Head of Engagement and Campaigns on the purchase of new equipment and its installation, testing and repair arrangements.
- 6: Ensure the technical equipment in the TV Unit is serviceable and maintained.
- 7: Carry out required technical work within the department to maintain equipment
- 8: To provide the shared service with a still photography production service
- 9: To provide Head of Department a support service to the national media training courses programme

OTHER DUTIES:

The post holder will be required to carry out such other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will only be required with the further consent of the post holder.

EQUALITY AND DIVERSITY:

The post holder is required to carry out their duties in a way that supports the Force Diversity Strategy.

HEALTH AND SAFETY:

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions.

Job description updated by: Head of Corporate Communications

Date: March 2014