



ROLE PROFILE

Role Title:	Audio Production Intern
Department:	Technology Enhanced Learning Unit, Learning & Development
Grade:	Scale 3
Responsible to:	Technology Enhanced Learning Unit Head
Responsible for:	No Supervisory Responsibility
Liaison with:	Police Officers, Police Staff, General Public, External Organisations, Agencies and Partnerships
Required Vetting Level:	RV – Recruitment Vetting
Date Published:	October 2023

Role Purpose	To produce audio content in support of learning and development. Drive forward the usage of podcasts as a learning tool. Be actively involved in the day-to-day business of a busy technology enhanced learning team.
Main Responsibilities	<p>Administration</p> <ul style="list-style-type: none"> To carry out general administrative duties which may include:- <ul style="list-style-type: none"> - Word processing/keyboarding - Formatting documents - Co-ordination of office diaries - Ordering - Mail collection and distribution - Filing and storage of information To operate associated machinery/equipment which may include associated information systems and telephones, within specialist units/departments. May process financial transactions
	<p>Advice and Guidance</p> <ul style="list-style-type: none"> Give advice and guidance to customers, on the phone, face-to-face and electronic, on related area of work following standard procedures Look at frequent communication issues and provide appropriate advice. Provide adequate support to the team and customers as directed May involve interacting with and pro-actively supplying information to community groups and members of the public May involve taking and/or advising on appropriate action within remit May involve responding to escalated queries from members of the public
	<p>Customer Service and Representation</p> <ul style="list-style-type: none"> To present a positive image and service to both internal and external customers Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high-quality standard of service

	<ul style="list-style-type: none"> • Maintain confidentiality in relation to data protection issues and Management Of Police Information (MOPI) standards <p>Organisation/Planning</p> <ul style="list-style-type: none"> • Plan and organise allocated own work • Co-ordinate with other team members • Contribute to departmental plan • To organise and schedule events/meetings as directed <p>Processes</p> <ul style="list-style-type: none"> • Adapt and refine work practices and procedures in own area • To follow, create, amend, look at quality processes for use by self and others. <p>Record Keeping</p> <ul style="list-style-type: none"> • Create, store, maintain, retrieve and update considerable amounts of records/data both manual and electronic on a local and national systems • Use and understand common systems relevant to area of work to enable manipulation of information and initial investigation of customer queries/problems <p>Research/Investigation</p> <ul style="list-style-type: none"> • To undertake research on legislation/ complex/ sensitive/ contentious specific subject matters • Present recommendations • Gather and analyse information and provide results for further analysis • To carry out investigations of relevant problems, queries and/or situations • Follow-up enquiries as directed <p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Must possess or working towards a degree or equivalent qualification in media/culture & journalism, sound engineering, film or similar.
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Proficient in using recording studios, video camera and DSLR camera • Experienced in using Audacity/Audition audio software • Proficient content creator in tandem with podcast host • Strong organisational and communication skills • Ability to work as part of a team • Creative skills and problem solving aptitude • Sufficient in Microsoft Office programs <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of Adobe After Effects and Premiere Pro • Previous experience of creating content bilingually • Welsh Language Level 2 - Can understand the essence of a conversation, convey basic information, contribute to meetings, transfer

	<p>telephone calls and respond to simple requests in Welsh. Also introduce oneself and others by name, role, and location/organisation.</p>
<p>Knowledge</p>	<p>Essential</p> <ul style="list-style-type: none"> • Experience of producing engaging audio content for digital channels, with excellent attention to detail.
<p>Personal Qualities</p>	<p>Serving the Public Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests Understands the expectations, changing needs and concerns of different communities and strive to address them Builds public confidence by talking to people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.</p> <p>Professionalism Acts with integrity, in line with values of the Police Service Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and putting in extra effort when required. Upholds professional standards, acting honestly and ethically and challenges unprofessional conduct or discriminatory behaviour. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.</p> <p>Openness to Change Positive about change, responding flexibly and adapting to different ways of working. Finds better, more cost effective ways to do things, making suggestions for change Takes an innovative and creative approach to solving problems. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge.</p> <p>Service Delivery Understands the organisation’s objectives and priorities and how work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.</p> <p>Decision Making Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations Considers a range of possible options before making clear, timely, justifiable decisions</p>

	<p>Reviews decisions in light of new information and changing circumstances. Balance risks, costs and benefits, thinking about the wider impact of decisions.</p> <p>Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.</p> <p>Working with Others</p> <p>Works co-operatively with others to get things done, willingly giving help and support to colleagues.</p> <p>Is approachable, developing positive working relationships.</p> <p>Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively.</p> <p>Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations.</p> <p>Is courteous, polite and considerate, showing empathy and compassion.</p> <p>Deals with people as individuals and address their specific needs and concerns .</p> <p>Treats people with respect and dignity, dealing with them fairly and without prejudice taking a non judgemental approach regardless of their background or circumstances</p>
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All individuals of South Wales Police must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to work place bullying or any other form of discriminatory behaviour.

Method of Assessment

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

Qualifications	Yes
Skills	Yes
Knowledge	Yes
Personal Quality – Serving the Public	
Personal Quality – Professionalism	
Personal Quality – Openness to Change	
Personal Quality – Service Delivery	
Personal Quality – Decision Making	
Personal Quality – Working with Others	Yes