



# Derbyshire Constabulary

## Job Description

INTEGRITY

RESPECT

PERFORMANCE

RESPONSIBILITY

INNOVATION

<b>HR Service Centre Contact</b>	<b>HR Service Centre Tel:</b> 0300 122 8900   <b>Internal:</b> 17163 <b>Email:</b> <a href="mailto:recruitment@derbyshire.pnn.police.uk">recruitment@derbyshire.pnn.police.uk</a>
<b>Role Title</b>	Digital Content Editor
<b>Grade and Salary</b>	Grade F £20,874 - £26,535 12 Month Temporary Role Successful applicants would normally be appointed on the bottom of the salary grade. Exceptions may apply.
<b>Hours</b>	37 hours (full time) Monday – Friday with occasional weekend and evening working required.
<b>Suitable for job share or part time</b>	Yes
<b>Department or Division</b>	Corporate Communications, Corporate Services
<b>Location</b>	Force Headquarters, Ripley
<b>Post Reports to</b>	Digital Media Manager
<b>Other Considerations</b>	Please note that, due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.  All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy

**Please note** that applicants who are subject to the terms and conditions of the Re-organisation, Redeployment and Redundancy policy (internal Police Staff policy) will be prioritised in the process should they choose to apply.

### EQUALITY COMMITMENT

Derbyshire Constabulary is committed to equality and welcomes applications from suitably qualified people from all sections of the community in an effort to reflect the diversity of the community we serve. As part of this commitment, all applicants with a disability who meet the essential criteria for any police staff post will be invited to interview.

Derbyshire Constabulary has been awarded the Work Life Balance standard and can offer a range of benefits including a final salary pension scheme, flexible working and childcare vouchers.

**Purpose of Role and Specific Role Responsibilities:-**

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The 'Digital Content Editor' role fits within Derbyshire Constabulary's Digital Media Team, who have the responsibility of setting the digital communications agenda for the force.

The team, part of the wider Corporate Communications section, is responsible for producing content across a wide variety of mediums for the force's internal and external websites, as well as maintaining and administering the systems and processes behind them. In addition, the team organises, monitors and publishes to the force's social media channels as well as providing other digital-based services to the force.

The Digital Content Editor role is centred on supporting the Digital Media Team during a period of transition, as it migrates to a new intranet system.

This migration period requires talented content producers and editors to not only transition old content into a new form factor, but also generating new content from scratch from varied and disparate sources. This is done with a focus on shaping the content for web audiences and leveraging the features and functions a modern intranet can provide.

It also touches on user experience aspects, collating information relating to user preferences and good design principles when deciding on template and content layout, as well as navigation.

The role suits someone with not just good written communication, but also strong verbal communication as the person will be involved with training users - of all abilities - to operate the new content management system.

This role may also see the post holder assist with writing content for public audiences on the force's external website.

The key objectives of the post are:

- To support the Digital Media Team as it transitions to a new intranet system.
- To write content for a variety of internal and external audiences, with a focus on clear, effective use of English.
- To assist in large-scale content migrations, as well as quality assurance and systems testing within new platforms.
- To manage stakeholder expectations and relationships in regards to content ownership and development.
- To train content editors within force who have a variety of technical capabilities.
- To work with the Digital Media Manager to ensure key milestones and deadlines in relation to team's projects are met.
- To provide cover and overflow capacity for basic content updates on the force's content management systems and social media channels.
- To uphold the Force's Values of Performance; Innovation; Responsibility; Respect; Integrity.

**Skills & Experience required:-**

**Essential:**

- Previous professional experience of content production, in particular writing for the web and ideally for internal communications systems such as intranets.
- An understanding of general user experience (UX) principles in relation to site navigation, structure and content layout.
- Previous professional experience in using and administering content management systems.

- A strong command of the English language and attention to detail around grammar and style.
- Experience in project planning and working to fixed milestones.
- Experience in training, both producing documentation and training in a variety of circumstances and to a wide range of people.
- Experience of using Adobe Photoshop or similar graphics packages to manipulate images.
- Demonstrate the ability to be flexible, responding to changing demands.
- Excellent communication, interpersonal and time-management skills.
- The ability to work to tight deadlines.
- The flexibility to work occasional evenings and weekends when required.
- Required to have excellent keyboard skills, with experience of Microsoft Office products.
- A full driving licence.

**Desirable:**

- An understanding of front-end languages, including HTML5, CSS3 and the various forms of JS.
- A background in video production and editing, ideally using Adobe Premiere Pro CC.

**Please use the attached application form to register your interest in this role. CV's will not be accepted but additional sheets can be attached to the application form to ensure you capture your relevant experience and skills.**

**PERSONAL QUALITIES**

You will be assessed for appointment against the following personal qualities, the job description and the force values. Derbyshire Constabulary's staff are assessed against these qualities.

<b>Decision Making</b>	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. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.
<b>Leadership</b>	<p><b>Openness to change</b> Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.</p> <p><b>Service delivery</b> Understands the organisation's objectives and priorities, and how own 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>
<b>Professionalism</b>	Acts with integrity, in line with the values and ethical standards 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 demonstrating extra effort when required. Upholds professional standards,

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	<b>Public Service</b>	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 strives to address them. Builds public confidence by talking with 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.
	<b>Working with others</b>	Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

Prepared by: Ben Sherwin

Checked by:

Date: October 2017