



Role Title	Video Editor	Reporting to	Senior Imaging Officer (Plans/Editing)
Section	Regional Imaging Unit	District/Department	YatH Scientific Support Services
Tenure		Rank/Grade	Scale 4

Part A – JOB DESCRIPTION

Overall purpose of role	To assist in providing an effective and efficient video/digital editing service to YatH Scientific Support Services Imaging Unit.
--------------------------------	---

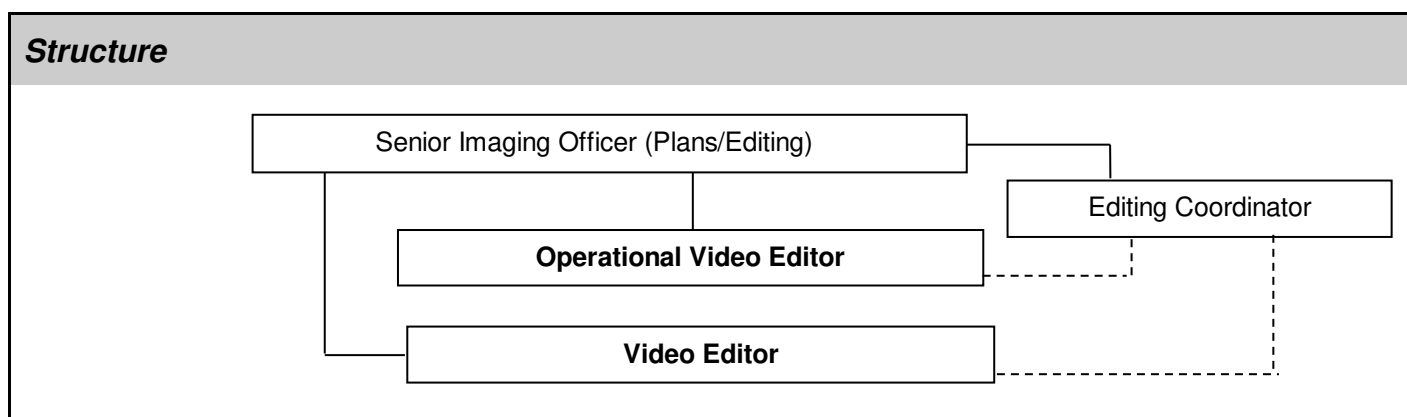
Key outputs for role –
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes2. Operate video/digital editing equipment to produce a final product, using a variety of editing software in relation to technically appropriate video/digital footage, strictly in accordance with customer requirements and departmental SLA's, whilst ensuring the best technical output quality for both audio and visuals.3. Identify, label and organise completed products into the departmental storage system, working to strict guidelines and practices to ensure retrieval, retention and the disposal policy is adhered to.4. Maintain an organised approach in terms of exhibit handling, continuity, recording and storage involving high volumes of video/digital products to ensure accuracy of all exhibits.5. Maintain a computerised management information system for all work to ensure efficient administration and accurate records of evidence.6. Provide advice and guidance on the procedure for completing accurate customer requests in relation to the editing of Video/Digital Interviews/Footage to ensure that customer requirements are accurately reflected.7. Provide support and resilience to other members of the Video Editing team through technically appropriate ingestion of media, copying, completion of relevant editing requirements and general administration duties for Video Editing tasks to ensure service deliver is maintained.8. In tandem with the department, ensure both continuous personal development and development of the service offered, by keeping abreast of latest technologies in the Imaging field and make recommendations to management where appropriate.9. Support and engage in the relevant quality management system/s to ensure organisational conformance with the standards required by the Forensic regulator.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• 1500 editing video/digital interview cases pass through the department per year.• Conform to National Digital Imaging procedure.

Work/Business contacts
Internal: All members of the Yorkshire and the Humber region Police and support staff to provide advice and information.
External: The Crown Prosecution Service to enable efficient delivery of video interview edits for use at court. Members of other Forces to exchange information and expertise.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Detailed knowledge of video/digital editing software packages	Essential
• An ability to switch between a variety of editing software packages	Essential
• Experience of having produced video/digital edits in a professional/academic video/digital editing environment	Essential
• Has a suitable formal qualification in an imaging subject or proven experience working in an associate field	Desirable
• Detailed knowledge of imaging equipment, techniques and processes.	Desirable
• To be aware of relevant legislation including the law of copyright. MOPI guidelines, disclosure and Data Protection.	Desirable
Other (Physical, mobility, local conditions)	
• Ability to assess written transcripts in preparation for the editing of video/digital interviews	Essential
• Ability to listen and view video/digital footage which can be graphic and disturbing	Essential
• Prepared to work flexible hours to meet the requirements of the Video Editing team	Essential
• Due to the nature of the role, must provide Biometric samples (fingerprints and DNA) for inclusion on the respective Police Elimination databases for routine speculative searching purposes	Essential

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> • Detailed knowledge of editing software packages used in the Imaging Unit • Basic knowledge of legislation, Force and local policies and procedures relating to the Imaging Unit. • Basic knowledge of the work undertaken by the RSSS • A working knowledge of the RSSS quality manual specific to the Imaging work area



PART B – COMPETENCIES & VALUES

Competency and Values Framework – http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf
Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)
<ul style="list-style-type: none"> • Detailed knowledge of the Region's Imaging systems.

PART D - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to Police Buildings where based
<i>Vetting Level</i>	Recruitment Vetting
<i>Date accepted as a role profile</i>	9/6/16