



---

## THE POST

**College/Service:** Communication, Admissions and Marketing Services (CAMS)  
**Post:** Digital Image Library Assistant (Communications and Marketing)  
**Reference No:** P68382  
**Grade:** C  
**Reporting To:** Head of Multimedia and Print Services

The above full-time 18-month fixed term post is available immediately in CAMS.

### Job Description

#### Main purpose of the job:

Reporting to the Head of Multimedia and Print Services, the post holder will work closely with colleagues in Strategic Marketing and the Digital Team to establish an effective digital image library for the University through uploading GDPR-compliant image and video content, along with associated consent to a new dedicated online portal. They will also provide general team administration support within the CAMS directorate.

The post holder will be responsible for uploading GDPR-compliant images, film and associated consent forms into a new digital asset library. You will have good attention to detail as you will be checking and inputting image meta data, and grouping, categorising and tagging content. You will become a system super user ensuring all system searchable functions work correctly, and will be responsible for selecting, downloading and appropriately sharing images upon request.

#### Main duties and accountabilities:

1. Provide a full administrative support service relevant to your subject area, ensuring general resources are available as directed.
2. To develop one or more areas of expertise within the team, specifically developing expertise in the use of Asset Bank software, while being able to provide support across all functions.
3. Act as a first point of contact for internal and external enquirers, maintaining the highest standards of customer service. Responding to, triaging or resolving enquiries appropriately
4. Support internal and external facing activity relevant to the role through the dissemination of relevant information and appropriate follow-up
5. Use systems and software effectively and efficiently, adhering to any relevant compliance.
6. Process and input data, and maintain accurate records relevant to the role. Gather information and extract reports in standard formats as required, ensuring timely delivery
7. Assist with the organisation of events including the logistical arrangements for internal and external meetings and events.
8. Ensure processes, procedures and codes of practice are adhered to and best practice is followed and shared where relevant.
9. Maintain a central information point for subject area; collating and updating relevant information through a variety of media, including website maintenance where required.

10. Undertake routine financial transactions.
11. Develop a working knowledge of subject area, particularly in relation to processes and systems, being able to signpost these to others and provide support to staff and students as required.
12. Service meetings and committees by providing agendas, minutes, papers, as well as managing logistical arrangements.
13. Accountability/responsibility for discrete areas of work, as delegated by your line manager or other senior stakeholders.

All role holders at Grade C are expected to:

- Work under direction within a team, and collaboratively within and across teams within the College/ Directorate
- Liaise with internal and external stakeholders as required, building and developing effective communications and working relationships.
- As an example, you will provide administrative support for a project, system, set of procedures, website, event, student facing activity, finance aspect of a College / Directorate, or act in general administrative support role for a team or group.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

### **Person Specification**

<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Attainments/Qualifications	<ul style="list-style-type: none"> <li>• Educated to GCSE or equivalent qualification/ experience</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> </ul>
Skills and Understanding	<ul style="list-style-type: none"> <li>• Excellent organisational and planning skills and the ability to prioritise and meet deadlines under pressure</li> <li>• High levels of accuracy and attention to detail</li> <li>• Fast and accurate database inputting skills and maintaining and using a database for retrieval of information</li> <li>• Ability to communicate effectively with precision and accuracy in person, in writing and email, and by telephone with a diverse range of people</li> <li>• Excellent IT skills including proficiency in MS office (especially, Excel, Word and PowerPoint) and web based programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Higher Education and the issues facing CAMS.</li> <li>• A demonstrable interest in photography.</li> <li>• Ability to identify images suitable/unsuitable for corporate use.</li> </ul>
Prior Experience	<ul style="list-style-type: none"> <li>• Experience of delivering excellent customer service and effectively handling complex enquiries</li> <li>• Relevant administrative experience</li> <li>• Experience of working in a team to deliver to multiple objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in handling complex processes, tracking progress and reporting on outcomes.</li> <li>• Experience of managing online digital content.</li> <li>• Experience with databases.</li> </ul>
Behavioural Characteristics	<ul style="list-style-type: none"> <li>• Ability to be flexible and deal with frequent interruptions whilst maintaining focus and accuracy</li> <li>• Ability to present a professional image of the University of Exeter at all times</li> </ul>	

	<ul style="list-style-type: none"><li>• Confidence and ability to work independently with appropriate supervision</li></ul>	
--	---	--

**Informal Enquiries**

Before submitting an application you may wish to enquire about the post further by contacting Georgina Moore, Head of Multimedia Design and Print Services, email: [Georgina.moore@exeter.ac.uk](mailto:Georgina.moore@exeter.ac.uk)

**Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](#).

**Further Information**

Please see our [website](#) for further information on working at the University of Exeter.