

Kent County Council

Job Description: *Assistant Kent Film Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Kent Film Office
Grade:	KR8
Responsible to:	Kent Film Officer

Purpose of the Job:

To carry out all administrative duties to ensure that the requirements of the film and TV industry are reasonably met to maximise the benefits of filming to the Kent economy and minimise disruption to Kent residents and businesses.

Main duties and responsibilities:

Support the Kent Film Officer in providing a seamless service of support to anyone considering filming in Kent, from initial contact right through to date of completion by:

- Timely and accurate recording, tracking and maintenance of all data on the Kent Film Office Production Tracking, Contacts and Locations Databases.
- Working with District and Borough Council staff, Police and other partner agencies to ensure appropriate notifications and certifications are arranged prior to filming, and to ensure residents and businesses are kept informed.
- Ensuring that all customer enquiries are dealt with in the most efficient way, including responding to location requests by searching out suitable locations on databases.
- Assisting with reports on progress, including the identification of the added value secured through the activities of the Kent Film Office.
- On occasion assist with generating content, monitoring, updating and amending the Kent Film Office communication channels such as Kent Film Office website, Kent Moviemap and Twitter.
- Supporting the Kent Film Officer with related project work, such as film tourism, film festival support and training initiatives, including the supervision of work-experience candidates.
- Deputise for the Kent Film Officer at events and meetings.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Assistant Kent Film Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Graduate Level qualification (or equivalent) or relevant experience.
EXPERIENCE	<ul style="list-style-type: none">• Administrative, database and frontline customer service work.• An understanding of film and television production, especially related to film location work.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to work continually at speed to tight deadlines, managing multiple and varying priorities.• High level of attention to detail.• Able to use databases and strong filing and record keeping skills.• Excellent customer service skills, with the ability to confidently deal with a variety of customers and partners.• High level of literary and verbal skills with the ability to use a variety of communication styles.• Ability to think creatively and find imaginative solutions.• Ability to develop and maintain effective working relationships with customers and multi-agency partners working as part of a team as well as independently.• Excellent level of computer literacy with.• Ability to occasionally work outside of office hours and travel.
KNOWLEDGE	<ul style="list-style-type: none">• Thorough knowledge of administrative systems, filing and record keeping.• Awareness of how filming can deliver tangible economic benefits to local economies.• An understanding of the geography of Kent and its varied landscapes, administrative structure and communities.• Some knowledge of film and television production, particularly with regards to location filming.

BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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