



JOB DESCRIPTION

Job title	Photographer, Archant Herts and Cambs
Location	Based at Cambridge office. The Company reserves the right at any time to require you to work at a different location, either on a temporary or permanent basis, on giving you reasonable notice.
Reference number	PR/EDT643/JD2007
Reporting relationships / organisation chart	Reporting to the Editor, Cambridge First, in the first instance. Also reports to editors of other Cambridge-based brands. Editors report to the Editorial Director, who in turn reports to the Managing Director, Archant Herts & Cambs.
Job purpose	To produce high-quality, well composed digital material - photographs and video - with accurate and informative captions for all titles.
Job dimensions	<p>A photographer is expected to work independently, usually away from the office as directed.</p> <p>Control over assets – responsibility for taking care of high value portable equipment provided for business use.</p> <p>A photographer is encouraged to be creative and to innovate in order to sustain reader interest, and to contribute to growth for the titles with which he/she is associated. It is important that he/she is able to see the individual brands in the context of Archant's overall business.</p> <p>A photographer represents Archant to the general public and is expected to conduct him/herself in a way that reflects Archant values and does not bring a paper or the Company into disrepute.</p>
Main responsibilities	<ul style="list-style-type: none">• To deliver high-quality, well composed photographs and video with accurate informative captions, within fixed, strict deadlines that are appropriate for the stories and will appeal to readers and maintain interest in the titles.• To be aware of and understand the editorial and marketing strategy and house style of the different titles, so that his/her work complies with these and with the PCC Code of Practice, is accurate and legally safe, and Archant is not exposed to damaging legal action or publicity.• To develop and maintain effective working relationships with reporters and writers on assignments so that he/she understands the requirements of the assignments and digital outputs to support the stories.• To contribute to the overall success of the titles by sharing contacts and knowledge of stories with editorial colleagues.• To contribute to the development of the brands in order to maintain and expand audience by:<ul style="list-style-type: none">➢ showing awareness of readership and market and brand requirements and reflecting this in his/her own work;➢ developing creative ideas to interest and increase audience;➢ promoting all Archant brands through involvement in appropriate external activities locally.

- To keep own skills and knowledge up to date, especially in respect of subjects that are directly relevant to the job, e.g. technical skills, competitive titles, local affairs, legislative requirements.
- To work in accordance with Archant's policies and procedures and in a way that reflects Archant's core values of Innovation, Openness, Quality and Commitment.

Working relationships

A photographer has contact externally within the community and must be able to build trust and establish good relationships. Within Archant the key relationship is with reporters working on assignments. Other contacts are mainly with a variety of editorial and commercial staff.

Most challenging part of the job

To work under pressure within existing strict deadlines to provide suitable photographs and other digital outputs, as required.

To reflect the differing styles of the various titles.

Additional background information

A photographer must be prepared to work shifts and unsocial hours.

Health and safety

All employees must observe and comply with Archant's policies and procedures for health and safety.

Equal opportunities statement

All employees must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives.

Job description agreement

To be signed on appointment or when a job description is changed, and again six weeks later.

Manager..... Date.....

Job Holder..... Date.....

Manager..... Date.....

Job Holder..... Date.....



PERSON SPECIFICATION

Job title: Photographer

Location:

Job ref no:

	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
Qualifications and/or education level attained	<ul style="list-style-type: none">• Able to demonstrate competence in written and verbal communication skills.• Able to demonstrate the ability to take interesting, high quality photographs.	
Experience	<ul style="list-style-type: none">• Experience of delivering work to very tight deadlines.	
Knowledge	<ul style="list-style-type: none">• Understanding of the role of photographs in news reporting.• Knowledge and understanding of the PCC's Code of Practice.• Knowledge of current affairs.	
Work related attributes and competencies	<p>The main competencies required are:</p> <ul style="list-style-type: none">• energy and resilience• work organisation• flexibility• initiative• commercial awareness• creativity• team working	