



## Job Description

<b>JOB TITLE</b>	<b>Regional Imagery Manager</b>
<b>REPORTING TO</b>	Head of Imagery
<b>WORKING HOURS</b>	37.5 hours a week with 30 minutes unpaid lunch. Working week is Monday to Saturday (some weekend working as required). Flexibility is important for photography appointments e.g. when convenient for potential owners.
<b>PLACE OF WORK</b>	Home/Office based with regular travel to properties for photography visits across Wales and to our offices as required. Other travel outside of Wales may be required e.g. for training or to cover other regions.

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## Role summary

We are looking for a passionate, creative and organized individual who will lead on imagery in Wales. The Regional Imagery Manager will join the Imagery team alongside other regional imagery managers across the UK and will be reporting directly to the Head of Imagery and will focus on improving the quality of the property photography portfolio inline with the TOCC Photography Standards and Brand Guidelines, ensure our lifestyle, landscape and area imagery are of good quality and being used in the best way on our websites and other marketing materials.

The ideal candidate will be competitive and hungry to develop your skills and will be in constant communication with the rest of the imagery team and other regional teams to gain knowledge and share skills etc. You will be expected to undertake the majority of photoshoots with support as required from other trained photography staff within the region as and when their time allows. With training, you will also be asked to help develop their photography skills.

This role requires intelligent planning and organisation to be as efficient and effective as possible. You will be supported by the imagery team with training and assistance as required. This is a desirable, enjoyable and rewarding role for the right person.

Good English/Welsh communication skills are essential.

*Note: frequent travel across Wales will be required to fulfil the role tasks and objectives.*

# Key responsibilities

## Photography

- Capturing our property portfolio in the best possible light inline with TOCC guidelines.
- Working alongside the processing team to ensure a quality final product is produced in line with the imagery turnaround time SLA.
- Shooting higher-end properties outside of standard working hours ie. sunset/sunrise.

## Scheduling and Organisation

- Organizing and managing property photography spreadsheets.
- Working with recruitment teams to decide priorities and focusing on key business objectives.
- Managing homeowner expectations and scheduling photoshoots.
- Planning and organizing landscape, and area shoots to be cost-effective and efficient.
- Assist with the organization of any regionally specific lifestyle shoots.
- Assist with the organization of any regionally specific video shoots.
- Organize and arrange drone operations as and when required.
- Organize and arrange Matterport 3D scanning as and when required.

## Training & Development

- Assisting the imagery team with the constant development of other photographers within your regions to assist with efficiency and quality improvement.
- Undertaking training sessions yourself to build upon your own skill sets (this may be in other regions).
- Attend monthly meetings with the imagery team.

## Responsibilities for everyone in the Original Cottages Family

- Support and promote the company's purpose, vision and values, using them to underpin your working practice
- Work collaboratively, constructively and courteously with your immediate team and colleagues across the business
- Use IT systems and equipment effectively, in line with company policy and agreed best practice
- Adhere to all relevant workplace regulations, policies and procedures, including those relating to equality and diversity, health and safety and data protection
- Undertake any other tasks that may reasonably be requested, including contributing to business projects

## Person specification - our perfect candidate...

### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>● Architectural Photography</li> <li>● Staging properties for shoots</li> <li>● Understand DSLR and/or Mirrorless DMC.</li> </ul>	<ul style="list-style-type: none"> <li>● General Photography Skills A</li> <li>● good understanding of the post production process</li> <li>● A photography portfolio</li> </ul>

### Skills & knowledge

Essential	Desirable
<ul style="list-style-type: none"> <li>● Communication</li> <li>● Organized</li> <li>● Photography</li> <li>● Creative</li> </ul>	<ul style="list-style-type: none"> <li>● WALES only - Fluency in Welsh (spoken and written)</li> <li>● Matterport Cameras</li> <li>● Off-camera flash</li> <li>● Image usage rights &amp; legal restrictions.</li> <li>● Able to train others effectively.</li> </ul>

### Personal attributes

Essential	Desirable
<ul style="list-style-type: none"> <li>● Genuine passion for photography</li> <li>● Flexible</li> <li>● Able to travel (sometimes requiring overnight stays).</li> <li>● Polite &amp; professional, an ambassador of TOCC</li> <li>● Ability to work independently</li> </ul>	<ul style="list-style-type: none"> <li>● Creative</li> <li>● Enthusiastic &amp; Outgoing</li> </ul>

## Key Performance Indicators - how we measure success...

- Quantity of photography completed.
- Quality of property photography.
- Training progression.
- Feedback from recruitment managers and imagery processors.