



## Job Role Profile

Job Title: Transcriber  
Responsible to: Team Leader - Transcription  
Responsible for: NA

### Job purpose

To effectively originate a variety of accessible media products and services, working as part of the Operations Team.

Specifically the Transcriber will:

- Co-ordinate and manage a wide range of jobs daily to effectively transcribe a variety of accessible media products to a high standard and within given timescales

### Accountabilities

- Quality check each accessible media document that is transcribed specifically checking for accuracy, consistency and presentation before passing to production
- Originate English braille using appropriate computer packages as per the specification detailed on each job sheet (Essential for braille transcribers)
- Originate Welsh braille using appropriate computer packages as per the specification detailed on each job sheet (Essential for Welsh braille transcribers)
- Originate large print using appropriate computer packages as per the specification detailed on each job sheet

- Record, edit and produce audio using appropriate computer packages as per the specification detailed on each job sheet
- Originate tactile diagrams using appropriate computer packages or materials as per the specification detailed on each job sheet
- Proactively manage and take responsibility for projects as specified in your annual objectives
- Consistently demonstrate confidentiality and discretion when dealing with sensitive documentation
- Promote the values of Pia and demonstrate the highest level of commitment to equity, equality, diversity and inclusion
- Promote and adhere to all company Health & Safety policies and procedures
- To undertake any other reasonable duties required to meet the needs of the business

## Behaviours

- Adhere to Pia's values of quality, integrity and care
- Sense of humour
- Take personal responsibility
- Take pride in high quality work
- Contribute to an atmosphere of professionalism and mutual support
- Respond positively and creatively to setbacks
- Show integrity, fairness and consistency in decision making
- Treat individuals with respect and uphold their rights
- Act with a sense of common purpose
- Respond to colleagues with enthusiasm and commitment
- Make appropriate information available promptly
- Make time to support colleagues
- Recognise and value the contribution of colleagues
- Always remember Pia's Promise

## Knowledge / skills / experience (All)

Essential	<ul style="list-style-type: none"><li>• IT literate</li><li>• Experience of working as part of a team</li><li>• Ability to learn new skills and adapt well to changes</li><li>• Knowledge of Microsoft Office</li><li>• High attention to detail</li><li>• Designing non-complex print and tactile documents</li><li>• Ability to concentrate on repetitive tasks</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Ability to read and write Welsh</li><li>• Knowledge of alternative formats</li><li>• Knowledge of design software</li><li>• GCSE C (or equivalent) in English Language</li></ul>

## Knowledge / skills / experience (Braille)

Essential	<ul style="list-style-type: none"><li>• Knowledge of braille codes</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Braille qualification</li><li>• Knowledge of Duxbury software</li></ul>

## Knowledge / skills / experience (Audio)

Essential	<ul style="list-style-type: none"><li>• Good knowledge of English language</li><li>• Ability to annunciate clearly</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Experience of using recording equipment</li></ul>

