POSITION DESCRIPTION

Content Creator (FlexAP)

POSITION NUMBER 0058199

PROFESSIONAL CLASSIFICATION UOM 6 - $89,182 – $96,536 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1 FTE)

BASIS OF EMPLOYMENT Fixed term available until the end of 2023

HOW TO APPLY Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

CONTACT FOR ENQUIRIES ONLY Filip Laureys
Tel + 61 3 8344 6325
Email: filip.laureys@unimelb.edu.au
Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation’s evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services
STUDENT AND SCHOLARLY SERVICES

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff. The Video and Media (VM) team is organisationally located within Teaching and Learning Innovation, a part of the Scholarly Services portfolio within Student and Scholarly Services.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

This role is located within the Video and Media (VM) team in Learning Environments. As a Content Creator, you will play a key role in the production of engaging learning resources for the academic and student community. You will be responsible for producing, directing and editing high quality media materials for teaching and learning across all disciplines within the university, with a particular focus on blended learning and online education. The FlexAp program engages teaching teams across the institution in uplift of teaching and learning resources using scholarly evidence and teaching innovation best practice.
To be successful in this role, you should have experience in all aspects of the media production process, from concept development to scripting, recording, editing, and delivery. You should also be proficient in using the Adobe Creative Cloud software, particularly Adobe Premiere.

In addition to your technical skills, we are looking for someone who is passionate about teaching and learning technologies, and has a keen interest in exploring new and innovative ways to support student success.

The ideal candidate will be adaptable, organized, and thrive in a fast-changing tertiary education environment. You should be comfortable working independently, as well as collaborating with teaching teams, media designers and project managers.

Reporting line: Coordinator of Teaching and Learning Production
No. of direct reports: 0
No. of indirect reports: 1 to 5
Direct budget accountability: Project allocated funding

**Key Dimensions and Responsibilities:**
Task level: Significant
Organisational knowledge: Significant
Judgement: Significant
Operational context: Across the university
OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.
Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations, and policies.

**Core Accountabilities:**
- Produce, direct and edit high quality media materials primarily for use in blended, flipped, mixed-mode and online teaching scenarios;
- Contribute to organisational effectiveness by working in a transparent and consultative manner; sharing personal knowledge and technical expertise; undertaking assigned development activities; maintaining co-operative working relationships with colleagues; and seeking and responding to feedback;
• Generate and manage realistic production budgets that endeavour to balance client expectations with program level priorities;
• Allocate, schedule and lead small teams of production crew on a project-by-project basis;
• Collaborate with teaching teams, media designers and project managers to create engaging and effective learning resources in both synchronous and asynchronous manner using MS Teams and other enterprise communication and collaboration platforms.
• Provide appropriate advice, coaching and technical support to subject matter experts who may be making their first forays into video production;
• Direct onscreen talent in both studio and location filming sessions with enthusiasm, professionalism and positivity;
• Technical proficiency in the use of studio lighting, camera equipment, post-production and finishing, as well as media review platforms such as Frame.io
• Assist in the delivery of staff training, professional development and production planning workshops focused on improving the use of video and media in education;

Selection Criteria:
Education/Qualifications
1. The appointee will have a relevant degree with subsequent experience, or extensive experience and specialist expertise or an equivalent combination of experience and education or training particularly in the area of video and media production

Knowledge and skills:
2. Demonstrate the Student and Scholarly Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
3. Demonstrated ability to deliver best-in-class educational media, with consistently high levels of customer satisfaction and cost-effective project delivery.
4. Demonstrated applied knowledge of both studio and location-based audio and video production, including hands-on experience with the Canon EOS and Sony Alpha camera lines.
5. Significant experience with video editing and post-production using Adobe Creative Suite software suite.
6. Demonstrated experience helping subject matter experts and/or content-focused clients to effectively translate and develop their ideas from initial concepts into creative, effective video deliverables.
7. Experience with project management software, keeping stakeholders informed about required resources, deadlines and requirements of media production.
8. Demonstrated ability to manage personal workloads and competing priorities, within a highly productive team that seeks to generate high levels of client satisfaction.

9. Interest in interactive media engagement solutions for teaching, such as H5P, Feedback Fruits, branching scenarios or other solution that support viewer engagement and knowledge retention.

Other job related information:

Occasional work outside of ordinary hours may be required to achieve deadlines or to best meet the needs of different departments of the University. Travel to other campuses of the University may be required, and travel to off-campus meetings and conferences may also be required from time to time. Employment in this position is conditional upon reception and maintenance of a Working With Children Check.