



POSITION DESCRIPTION

Department of Medical Education
Melbourne Medical School

Multimedia Coordinator

POSITION NO	0053641
CLASSIFICATION	UOM 6
SALARY	\$89,182 – \$96,536 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term for 12 months
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Ms Michelle Curtis Tel +61 420 767 949 Email michelle.curtis@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Multimedia Coordinator will lead the coordination, development, and maintenance of media assets for the MD Program within the Department of Medical Education and supporting the cohort at the University's Department of Rural Health.

Under the direction of the Learning Design Team, the Multimedia Coordinator will undertake a leading role in the coordination of media assets including filming, recording (audio and visual media), animating, and editing. A significant part of the role will be supporting the Learning Design Team with coordinating, scheduling, and managing key stakeholders contributing to the development of media assets.

This position requires a high degree of creativity and a sound understanding of the multimedia production process. It also requires initiative and self-management to deal with the range of functions and tasks involved.

The successful candidate will be expected to have a strong background in video and audio content production and editing, excellent communication and stakeholder management skills, as well as being highly organised.

1. Key Responsibilities

- ▶ Advise and guide planning around multimedia assets to meet project outcomes.
- ▶ Manage video and audio production and post-production, including editing.
- ▶ Manage production coordination with external agencies for any video/ audio media assets as required.
- ▶ Advise and train staff and academics on best practices when it comes to appearing and presenting on camera.

- ▶ Maintain and manage project management workflow for all multimedia requirements.
- ▶ Provide expert advice and technical assistance when working with stakeholders and the MD Redesign team.
- ▶ Manage the collation of multimedia and publishing via LMS and web.
- ▶ Digitising and uplifting existing content to meet best practice standards.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree with relevant experience; or extensive experience and broad knowledge of media development and coordination; or an equivalent combination of relevant professional experience and/or education and training.
- ▶ High level technical skills in video production and editing, using software such as Adobe Creative Suite, including Premiere Pro and After Effects.
- ▶ High level technical skills in audio production, with strong knowledge of podcasting best practice.
- ▶ Demonstrated experience in filming media assets and or coordinating the filming of specifically designed media assets that drive high levels of education engagement.
- ▶ Experience in developing support and guide material for staff and stakeholders.
- ▶ Strong organisation and project management skills and a proven capacity to work on multiple projects simultaneously.
- ▶ Excellent verbal and written communication skills and the ability to work collaboratively and effectively with people at all levels.
- ▶ Ability in working autonomously but also as a member of a project team, working closely with stakeholders and initiating dialogues with system specialists.

2.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector and/or medical education.

2.3 OTHER JOB-RELATED INFORMATION

- ▶ Occasional work out of ordinary hours or travel may be required.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under the broad direction of the Project Lead and the Learning Design Team Lead and will work with a range of internal and external stakeholders with minimum supervision. The incumbent will at times take direction from the Department Manager, Department of Medical Education, Melbourne Medical School.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may involve stand-alone work or the supervision of others to achieve objectives.

The incumbent is expected to be professional and show insight in solving problems given the time-critical and collaborative nature of the work they undertake and to exercise discretion in determining where consultation with the Project Lead and the Learning Design Team Lead is required.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have detailed knowledge of relevant creative software tools and the production process.

The incumbent must have a sound understanding of the structure and teaching requirements of the Doctor of Medicine program, knowledge of Clinical Schools, affiliated clinical sites and key staff involved in the delivery of the program.

3.4 RESOURCE MANAGEMENT

A broad understanding of available resources and judgement based on the project needs is required.

3.5 BREADTH OF THE POSITION

The Multimedia Coordinator will have a wide range of developmental responsibility working with complex processes and systems. The incumbent will liaise with a range of staff including professional and academic staff within the Melbourne Medical School, and the Faculty of Medicine, Dentistry and Health Sciences, as well as with the broader University community and potentially the medical profession.

4. *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.

5. Occupational Health and Safety (OHS)

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.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 DEPARTMENT OF MEDICAL EDUCATION

<https://medicine.unimelb.edu.au/school-structure/medical-education>

The Department of Medical Education was established as a department within the Melbourne Medical School in 2015. It has responsibility for the delivery of the Doctor of Medicine (MD) course, research in medical education and a range of professional development postgraduate and non-award programs.

As the first Australian professional entry masters level program, the Melbourne MD creates a new benchmark in 21st century medical education. It delivers advanced clinical and academic training to ensure students are prepared for the challenges of a high-quality medical internship. The MD is a 4-year program with an intake of approximately 350 students per year. The degree is delivered through our Parkville campus, metropolitan and rural Clinical Schools, partner organisations.

The Department delivers high quality research-informed postgraduate and professional development programs, facilitated by leaders in the field of health professional education. Created for clinicians from any discipline these programs are designed as professional development for health professionals in the areas of clinical teaching, clinical leadership and clinical research.

The research groups within the department focus scholarly engagement within a number of key research interests in medical education:

- Work Integrated Learning
- Curriculum, Assessment and Evaluation
- Healthcare Communication

- Student Engagement and Experience

The department employs approximately 350 staff to deliver the education, research and engagement activities of the department. This is complemented by a large, actively engaged honorary staff network.

6.2 MELBOURNE MEDICAL SCHOOL

www.medicine.unimelb.edu.au

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

6.3 FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will

address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development

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

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.5 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>