POSITION DESCRIPTION

Media Designer (FlexAP)

POSITION NUMBER
0058202

PROFESSIONAL CLASSIFICATION
STANDARD/SALARY
UOM 7 - $98,402 - $106,519 per annum (pro rata for part-time)

SUPERANNUATION
Employer contribution of 17%

WORKING HOURS
Full Time (1 FTE)

BASIS OF EMPLOYMENT
Fixed term available until 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
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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. The role of Media Designer requires a highly skilled and collaborative individual. In this role, you will be responsible for working closely with academic teaching teams and other resourcing teams, such as learning designers, educational technologists and video producers, to create engaging and effective learning experiences using a variety of innovative teaching technologies.

As a Media Designer, you will have a strong background in learning design, video production, and teaching and learning best practice, as well as experience with tools such as H5P, Feedback Fruits, Canvas and
Padlet. You will be comfortable working in a fast-paced, complex tertiary educational environment, and will possess excellent communication and collaboration skills.

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/](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:**

- Collaborating with academic teaching teams to design and develop effective learning experiences using a variety of media and technologies
- Producing high-quality videos and other multimedia materials to support teaching and learning
- Working with other resourcing teams, such as learning designers, educational technologists and video producers, to ensure that learning experiences are cohesive and well-aligned with institutional goals and objectives
- Staying up-to-date with the latest trends and developments in the field of education technology, and incorporating these into your work as appropriate
- Delivering workshops, coaching and teaching interventions to academic teams across the institution based on scholarly evidence and utilising innovative technologies, such as H5P, Feedback Fruits and Padlet.
- Evaluating the effectiveness of learning experiences and providing feedback and recommendations for improvement.
• Excellent organisational and project management skills, and the ability to prioritise work, work to deadlines and undertake multiple parallel projects and track these in university supported enterprise tools.
• Excellent communication skills using both synchronous and asynchronous collaboration tools and ability to adapt to changing technologies in the media, content creation and communication space

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 COO 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 capacity to collaborate with teaching teams, design, develop and implement teaching interventions in the form of media, interactives or experience design
4. Demonstrated and professional commitment to the provision of a high-quality client experience
5. Produce and direct high quality educational media experiences and materials for use in blended, flipped, mixed-mode and online teaching scenarios;
6. Generate and manage realistic production budgets that endeavour to balance client expectations with program level priorities;
7. Allocate, schedule and lead small teams of production crew on a project-by-project basis. Effectively manage and communicate project stakeholders using MS Teams, Outlook and other enterprise platforms.
8. In collaboration with other Video and Media staff be able to supervise and guide production processes from conception through all phases of development of the project to completion and client delivery;
9. Experience of supervising staff to manage critical and competing priorities within a highly dynamic and organisational change context
10. Excellent interpersonal skills, including the demonstrated ability to develop high level networks with a range of internal and external stakeholders to achieve successful outcomes

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.