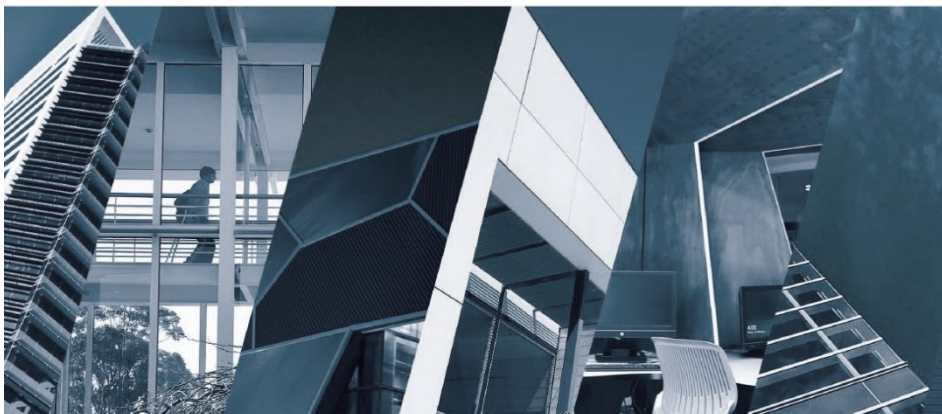


Position Description



Position title:	Multimedia Designer Assistant (Traineeship)
School/Directorate/VCO:	Federation TAFE
Campus:	SMB Campus. Travel between campuses may be required
Classification:	National Training Wage
Time fraction:	Full-time
Employment mode:	Fixed-term
Probationary period:	This appointment is offered subject to the successful completion of a probationary period
Further information from:	Michael Grant, Project Manager, TAFE Learning and Teaching Telephone: (03) 5327 8218 E-mail: m.grant@federation.edu.au
Recruitment number:	850824

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Portfolio

Federation TAFE is home to vocational education and training delivered by Federation University Australia and offers a broad range of quality education and training programs, reflecting state and national priorities that address the training needs of individuals and industry.

Position summary

Working under direction from the Project Manager, the Multimedia Designer Assistant (Traineeship) will work with the project team to conceptualise, design, develop, and evaluate digital learning resources and student experiences to improve the online delivery of Federation TAFE qualifications and courses.

The Multimedia Designer Assistant (Traineeship) will also be required to assist in the design and development of professional develop for Federation TAFE Staff.

In accordance with the University's Aboriginal and Torres Strait Islander peoples' Workforce Strategy, Policy and Procedure; and under Special Measures Section 12 of the Equal Opportunity Act 2010; the University has designated this position as a targeted Aboriginal and Torres Strait Islander Peoples' position.

Only Aboriginal and Torres Strait Islander People can apply.

Key responsibilities

1. Assist in the conceptualisation, design, and development of digital learning assets to support teaching and learning for VET programs.
2. Develop and upload digital learning assets to the Universities Learning Management System under guidance from the Project Team.
3. Support and contribute to the process of ensuring that digital learning assets developed are consistent with the University's requirements and statutory/regulatory obligations (e.g. quality, accessibility, re-use, sustainability, learning and teaching templates)
4. Participate in rapid prototyping, trialing and testing of digital learning assets.
5. Assist in the creation of documentation targeted at different audiences within the University
6. Undertake other duties as allocated by the Project Manager.
7. Work collaboratively with other members of the project team, to develop digital assets for VET.
8. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the <https://federation.edu.au/about-us/ouruniversity/strategic-plan>.
9. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation

Level of supervision and responsibility

The Multimedia Designer Assistant (Traineeship) will work under the direct supervision of the Project Manager, TAFE Learning and Teaching.

Working within existing processes and procedures, the Multimedia Designer Assistant (Traineeship) will be able to bring their problem-solving skills, personal experience, innovative thinking and local knowledge to the projects.

The position is required to develop a sound understanding of learning and teaching technologies used within Federation TAFE.

The Multimedia Designer Assistant (Traineeship) will be required to identify and prioritise tasks and manage competing priorities and timelines in order to achieve the objectives of the project team.

Training and qualifications

Employees at the base of this level would not be required to have formal qualifications or work experience upon engagement. Commitment to undertake structured job training and complete an accredited Certificate IV in Information Technology Support during the term of the traineeship.

Position and Organisational relationships

Multimedia Designer Assistant (Traineeship) reports to the Project Manager, TAFE Learning and Teaching and works as part of a team to design and develop digital learning assets, and student experiences.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Provide a Confirmation of Aboriginality and/or Torres Strait Islander Identity or Statutory Declaration of Aboriginality and/or Torres Strait Islander Identity.
2. Employees at the base of this level would not be required to have formal qualifications or work experience upon engagement.
3. Commitment to undertake structured job training and complete an accredited Certificate IV in Information Technology, during the term of the traineeship.
4. Demonstrated interest and passion for creating online content.
5. Demonstrated interpersonal and communication skills and the capacity to work with others in a team environment to achieve outcomes.
6. Demonstrated time management and organisational skills, and the ability to complete tasks in a timely manner.
7. Ability to be self-motivated, use initiative and accept responsibility.
8. A willingness to promote Federation University positively.
9. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.