

Position Description

Position Title:	Digital Content Assistant
Position Number:	GOV074
Department:	Strategy and Engagement
Reports To:	Multimedia Officer
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The Strategy and Engagement Department works in partnership with Council divisions and external stakeholders to drive strategic coordination, advocacy, communication and other services that enhance Council's corporate image and deliver positive economic and community outcomes which support Council's strategic goals.

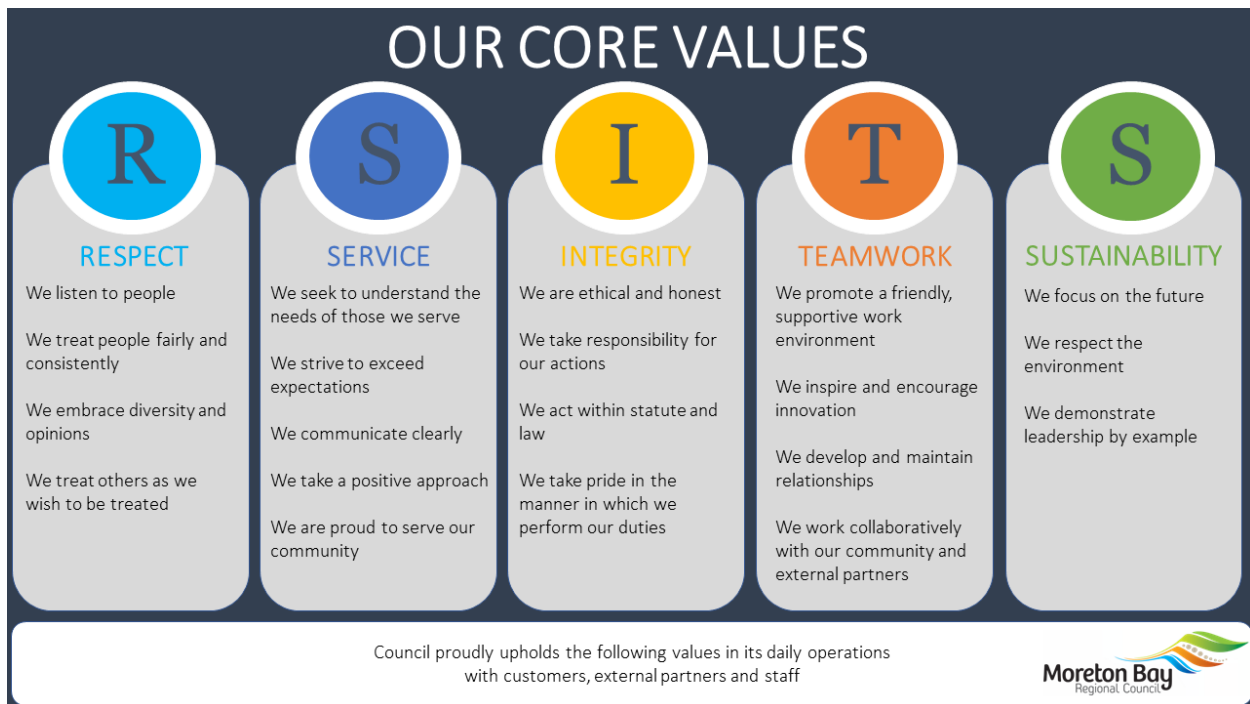
Position Purpose

Work with the Media and Communications team and department leaders to create inspiring, engaging video content that communicates and supports the successful delivery of the Council's communication strategy to enhance engagement with the community through social media platforms.

Specific Accountabilities

Description
Organising and Operating
Work with the Media and Communications team to develop story boards and create videos utilising stock footage, live footage and animation as required
Collaborate with the Media and Communications team and undertake job briefs for video and digital content and support the filming, editing and production of content for external distribution
Execute a variety of photography and videography assignments, including on-location, studio, portrait and event shoots
Use an extensive range of technical equipment, including cameras, lenses, and lighting
Post production video and photography editing and publishing
Quality and Compliance
Ensure team members comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other legislation applicable to the Department
Contribute to identification and management of risks applicable to the team, and ensure that staff understand key risks facing the team and how they should be managed


Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation
Community Development and Stakeholder Relations
Contribute to industry and community consultation on services, enhancements and issues of concern
Constructively deal with any customer service/complaints referred for action



OUR CORE VALUES

R	S	I	T	S
RESPECT	SERVICE	INTEGRITY	TEAMWORK	SUSTAINABILITY
<ul style="list-style-type: none"> We listen to people We treat people fairly and consistently We embrace diversity and opinions We treat others as we wish to be treated 	<ul style="list-style-type: none"> We seek to understand the needs of those we serve We strive to exceed expectations We communicate clearly We take a positive approach We are proud to serve our community 	<ul style="list-style-type: none"> We are ethical and honest We take responsibility for our actions We act within statute and law We take pride in the manner in which we perform our duties 	<ul style="list-style-type: none"> We promote a friendly, supportive work environment We inspire and encourage innovation We develop and maintain relationships We work collaboratively with our community and external partners 	<ul style="list-style-type: none"> We focus on the future We respect the environment We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: ~ Nil
 Section or program budget: ~ Nil

Decision Making Authority

Policy: Interprets and applies policies

Knowledge, Experience, Qualifications and Attributes

- Experience in Multimedia, Fine Arts or similar
- Experience in filming (camera operations and production setup)
- Ability to project manage media production and video content delivery
- Ability to create and manage inventory of video assets to ensure all content is up-to-date
- Understanding of marketing, branding and visual communication strategies
- Able to produce jobs from concept through to viewer-ready videos on various web, social media and other online platforms
- Drivers Licence

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____