



Make
it matter.

DUTY STATEMENT – CASUAL ROLE

Digital Content Assistant

Position Level

Level 4

Faculty/Division

Medicine

Original document creation

September 2024

Position Summary

A Digital Content Assistant (Level 4) provides support in implementing a new website for the National Centre for Clinical Research on Emerging Drugs, including reviewing, editing and uploading content.

This role will:

- Add and update web content for the launch of a new website using a website content management system (CMS).
- Implement URL redirects.
- Proofread and edit content for grammar and consistency of style.
- Track and report progress to NCCRED's Digital Product Manager.
- Work with team members to ensure deadlines for website updates are met.
- Assist with sub-editing communications, including occasional image sourcing and design.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

A person engaged is generally expected to have the following skills and experience:

- Experience using a content management system (CMS) such as Wordpress, Drupal or Craft
- Experience using a rich text editor.
- Basic knowledge of HTML.
- Attention to detail and organisation skills.
- Strong written English skills.

Additional Pre-employment checks required for this position

- Nil

About this document

This Duty Statement outlines the job duties, required skills & pre-employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position, contact the HR Business Partnering team.