

Position Description

Digital Projects Officer

Position No:	New
Business Unit:	Office of the Provost
Division:	School of Psychology and Public Health
Department:	Olga Tennison Autism Research Centre
Classification Level:	HEO7
Employment Type:	Full-time, fixed term (3 years)
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of Psychology and Public Health – <http://latrobe.edu.au/school-psychology-and-public-health>

Olga Tennison Autism Research Centre – <http://latrobe.edu.au/otarc>

Position Context/Purpose

Reporting to the Partnerships Manager, the Digital Projects Officer will coordinate online platforms and develop and implement processes to support the delivery of a range of online professional development and other outreach activities that translate Autism research into resources for service providers and other users. The incumbent will have specific responsibility for developing content and supporting user engagement with the Olga Tennison Autism Research Centre (OTARC) Learning Management System (LMS) platform, and as part of OTARC's partnerships and engagement initiatives, contribute more broadly to the development and coordination of the Centre's online presence.

OTARC, established in 2008, is Australia's first centre dedicated to autism research. It conducts research activities and research-to-practice initiatives, including evidence-based support programs, training opportunities and collaboration with multiple stakeholders both in Australia and overseas. Our research aims to: facilitate positive outcomes in the lives of Autistic people, from infancy through to early childhood and beyond; work with autistic people to realise their full potential, enable participation in the community, enjoy life and actively and meaningfully contribute throughout their life course; and support families as their young Autistic children grow and develop. With a focus across the lifespan, research at the OTARC encompasses four core program areas: Identification and Diagnosis, Supports & Practices for Daily Living, Educational and Vocational Engagement, and Health and Wellbeing.

Duties at this level will include:

- Applies theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one-off problems, to develop innovative methodologies, to analyse a situation and propose new responses or solutions or to take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Adapts procedures to fit policy prescriptions or uses theoretical principles in modifying and adapting techniques. This may involve standalone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- Independently monitors, reviews, and develops procedures in own functional area.
- Take ownership of specific digital systems (e.g., LMS, Content Management System (CMS), Web systems and Mobile applications) becoming the internal Subject Matter Expert (SME) to assist staff in delivering their specific research and research-to-practice projects in a digital environment.
- Provide digital systems support to staff, e.g., updating website(s), publishing content updates to mobile applications, building out LMS courses in conjunction with research and Communications and Impact Team (CIT) staff.
- Assist in producing ad-hoc digital content including but not limited to images, videos, and animations.
- Attend project meetings, providing expert advice on bringing OTARC digital projects to market in the most efficient and cost-effective manner.
- Keep abreast of current digital trends and tools that will enable OTARC to respond more effectively to its digital audiences.
- Working autonomously as a discrete project manager for specific digital projects as required.
- Create storyboards, flowcharts and wireframes for digital projects.
- Create briefs for, and manage external vendors delivering OTARC Projects (e.g. developers, digital agencies, La Trobe University Digital and Marketing team and/or Information and Communications Technology (ICT) staff).

- Coordinate the delivery of online training courses with internal and external attendees, including scheduling, disseminating materials, issuing login credentials and providing course completion certification.

Essential Criteria

Skills and knowledge required for the position

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated experience in project management in the tertiary sector or a related field.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Competent with Adobe Creative Suite (Photoshop, Illustrator and Premier essential).
- Familiarity with LMS tools (Moodle will be considered favourably).
- Familiarity with CMS/CRM/Survey management tools such as Squiz Matrix; MailChimp, Salesforce and/or HubSpot; and RedCap.
- Social media and market experience an advantage, but not essential.
- Create digital prototypes using tools such as Figma, Xd or other.
- Basic understanding of cloud systems, AWS, Google or Azure.
- Lived experience of Autism and/or relevant workplace experience in a neurodiverse workplace would be highly regarded.
- Professional experience in a university research environment would be highly regarded.

Capabilities required to be successful in the position

Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.

- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

*We strive for excellence in everything we do.
We hold each other and ourselves to
account, and work to the highest standard.*



We are connected

*We connect to the world outside – the
students and communities we serve, both
locally and globally*



We are innovative

*We tackle the big issues of our time to
transform the lives of our students and
society.*



We care

*We care about what we do and why we do it.
We believe in the power of education and
research to transform lives and global
society. We care about being the difference
in the lives of our students and communities*

For Human Resource Use Only

Initials:

Date: