



POSITION DESCRIPTION

Media Services Coordinator

March 2024

UNIVERSITY of
TASMANIA 

Position Summary

College / Division	Academic Division
School / Section	Digital Futures
Location	Launceston/Hobart
Classification	<u>HEO Level 7</u>
Reports to	Digital Futures Manager
Direct reports	Digital Futures Media Services Team

The Opportunity

We are seeking to appoint a Media Services Coordinator for Digital Futures in the [Academic Division](#). The Digital Futures Portfolio aims to build digital capabilities that enable staff to develop contemporary and compelling curriculum and produce learning experiences that use innovative technology and learning systems. The Media Services Coordinator will work closely with the other Digital Futures Managers to drive the Digital Futures strategy.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The Media Services Coordinator provides operational oversight of a small team working with academic staff to provide expert media services which supports the university to deliver effective learning and teaching and high-quality online student experiences. This is accomplished by providing support within the Media Services team in the fields of photographic, videography, animation and design services for learning and teaching activities, and offering technical advice to employees of the University for a variety of projects involving all types of media. The role will work closely with teams across the organisation to support university brand guidelines to further enhance the development of services and will apply innovative design to projects to create engaging learning solutions for our students. The role also supervises a small team and determines workload allocation and areas for further development.

Key Result Areas

- Project coordination of media related activities including stakeholder engagement, project scoping, prioritisation, budget planning, timelines for project completion and project outcomes.
- In collaboration with Digital Futures management, manage and maintain equipment and software needs for the Media Services team, as well as management of stock images, quoting and invoicing for external client work.
- Provide operational oversight to, and direct the activities of, the Media Services team.
- Lead and support the Media Services team to develop, as well as contribute to the development of, media assets to enhance the quality of learning materials and improve the student experience, adhering to University branding.
- Complete quality assurance checks and training to support the Media Services team in delivering high quality services to the Colleges.
- Provide training and mentoring to academic and professional staff to improve their media production capabilities, adherence to accessibility guidelines and encouraging best practice for audio and video recordings.
- Prepare activity reports and overviews for management as required.
- Initiate new innovative projects and collaborate with employees across the University involved in media production in Digital Futures and the Colleges.
- Provide advice on, and oversee the implementation and evaluation of, emerging technologies, including generative AI tools, to improve team efficiency and productivity.
- Undertake other duties as assigned by the supervisor.

Behavioural Expectations

We aim to everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Rapport Building: Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.

- Leadership: Assumes responsibility to make decisions and effectively leads, motivates and inspires people to take action.
- Innovative: Able to produce new ideas and adopt radical solutions. Readily applies theories and concepts to form strategies and navigate future trends.
- Supportive: Understands others through listening and empathy, works well in a team and actively involves others by valuing individuals unique perspectives.

Core Capabilities

- Self-Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- Growth Mindset: Adopts a growth mindset and consistently seeks feedback, makes others comfortable with taking risks and experimenting to improve over time.
- Innovation Management: Effectively facilitates idea generation within and across teams. Brings cohorts of people together to incubate ideas from concept to design to implementation. Fosters and enables safe spaces for creative thinking and contribution.
- Holistic Decision Making: Able to form sound judgements based on all available information, considering the potential impacts of decisions from a broad range of perspectives before taking definitive action.

Role Specific Skills, Knowledge and Experience

- Tertiary qualifications in media production, digital media, or a related field or relevant work experience.
- Demonstrated experience in leading a team, ideally within a media production or academic setting including scheduling, project management, and performance management to ensure team cohesion and productivity.
- A strong portfolio in media production, including video and audio, experience with editing software (such as Final Cut Pro or Adobe Premiere Pro) and an ability to contribute directly to media projects with a high level of competence.
- Excellent organisational and time management skills, with the ability to work under pressure, deal with multiple and urgent priorities and meet deadlines, with the ability to be flexible, proactive and responsive, and to work independently and as a productive member of the team.
- Demonstrated ability to contribute to strategic planning within the media services context, aligning team efforts with the University's mission and vision, and effectively implementing innovative practices and technologies using emerging technologies and generative AI tools.
- A strong commitment to diversity, equity, and inclusion, with experience in creating and maintaining an inclusive work environment that values and leverages the strengths brought by diverse backgrounds, perspectives, and experiences.

Qualifications and Licences

- Current Australian Driver Licence

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

Regular travel may be required between campuses to support place-based learning material development.

Visiting and working in the field in remote locations may be required.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position