

## POSITION DESCRIPTION

<b>Position Title</b>	Online and Media Developer		
<b>Organisational Unit</b>	Centre for Education and Innovation		
<b>Functional Unit</b>	Learning Experience Design		
<b>Nominated Supervisor</b>	ACU Studios and Innovation Lead		
<b>Classification</b>	HEW 6		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10611657
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	28-MAR-2023

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the Strategic Plan 2020-2023 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

## ABOUT THE CENTRE FOR EDUCATION AND INNOVATION

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Comprising academic and professional staff, the Centre for Education and Innovation is an integral link between ACU's directorates, schools, and faculties, providing a centralised support service for all learning and teaching processes and resources.

The Centre's key priority is to enable high-quality student learning experiences by providing services and strategic direction in relation to:

- Learning experience design and learning technologies
- Student engagement and success
- Quality assurance and academic integrity
- Academic skills development in students
- Academic development, with emphasis on curriculum and professional learning.

## POSITION PURPOSE

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Plan, design and create effective multimedia learning resources, including audio, video, animation, and interactives for ACU courses. Work closely with learning designers, educational technologists, and faculty to develop ACU's digital media production processes and staff capability through systems and training that align to faculty needs.

## KEY RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU Strategic Plan 2020-2023](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Create and edit effective multimedia learning resources for Higher Education courses - including audio, video, animation, and interactive learning objects.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Contribute to a culture of care, professionalism, excellence, impact, and empathy in the Centre for Education and Innovation, through exemplary practice and collaboration.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
Work with Centre for Education and Innovation staff to create and update webpages and webpage assets.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Build staff capability through multimedia production systems and training that meet faculty needs.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Contribute, as a team member, to the operation of ACU Studios and other digital learning experience and innovation projects, in line with the Centre for Education and Innovation's articulated ways of working.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Support the ACU Studios and Innovation Lead in planning, delivering, evaluating, and reporting the activities of the team.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

## HOW THE ROLE OPERATES

The position will need to follow clear established procedures and is not required to review and suggest changes to current processes
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position mainly communicates with people within their work area.
This position does not have managerial responsibilities.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - A minimum undergraduate tertiary qualification in design, multimedia, technology, or other relevant discipline.</li> <li>• Experience - Experience developing high-quality multimedia and interactive learning resources for Higher Education courses.</li> <li>• Experience - Experience in creating and developing webpages and webpage assets.</li> <li>• Skill - Skills required to operate industry standard multimedia recording equipment and software at a level that allows you to produce high-quality multimedia learning resources efficiently.</li> <li>• Knowledge - Knowledge of the tools, technologies and approaches that are emerging in the sector and the ability to contribute to evaluating the potential of these to help meet ACU's strategic learning and teaching goals.</li> <li>• Skill - Ability to meet quick turnaround times, multi-task and prioritise projects in line with the requirements of the Centre of Education Innovation</li> </ul>
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<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul>
<b>Essential Attributes:</b>	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
<b>Working with Children and vulnerable adults check</b>	This role does not require a Working with Children Check.

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart  
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

