



POSITION DESCRIPTION

Position:	Digital Media Coordinator (Full-time, three-year contract)
Department:	TCPS eLearning
Reporting to:	eLearning Manager
Salary Range:	Band Level 3, \$72,048 plus 10% Superannuation and Leave Loading 17.5%
Contact:	Steven Ng, eLearning Manager
Date:	January 2019

POSITION SUMMARY

The purpose of this position is to support TCPS students and staff by providing leadership in the development and implementation of current and future digital media technologies, programs and platforms, to train and support staff in the use of digital media, and to manage digital media and materials for TCPS teaching and learning.

SELECTION CRITERIA

Essential:

1. An appropriate tertiary degree and/or relevant experience.
2. Design, production and project experience in digital media delivery and implementation.
3. Classroom teaching experience, or experience working in an educational setting.
4. Well-developed theoretical and practical skills with a range of digital media technologies, programs and platforms.
5. Experience with mobile app development, lecture capture software, video-on-demand services, video and audio production, and online presentation systems is desirable.
6. Experience providing training and support.
7. Demonstrated experience in office management and administration (including media equipment), with a high level of attention to detail and accuracy in documentation, data entry and follow-up on processes.
8. High level interpersonal and communication skills (written and oral) within a culturally-diverse education community or similar environment.
9. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
10. Ability to problem solve, negotiate and analyse issues within the scope of this position.
11. A capacity for self-motivation, to work effectively as a team member and to contribute to the organisational development of the College.
12. A well-developed sense of discretion and ability to maintain confidentiality at all times.
13. An understanding of Equal Employment Opportunity, and commitment to equity, cultural diversity, integrity, respect of others, collaborative action and best work practice.

14. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

KEY RESPONSIBILITIES

1. Manage the TCPS media facilities and loanable digital media equipment, prepare the annual budget for the media unit, and provide regular reports to the eLearning Manager on the media unit's functions and effectiveness.
2. Design and deliver digital media professional development and training for TCPS staff, including video and audio production, digital media presentation, and the use of the media facilities and loanable equipment.
3. Lead the development, administration and support of the student experience app project.
4. Provide non-technical administration, maintenance, support and training on Echo360 Active Learning Platform, ClickView Educational Videos and other future digital media platforms.
5. Lead digital media projects within the eLearning team.
6. Manage TCPS livestream services.
7. Oversee the production of digital media products for TCPS teaching and learning.
8. Support TCPS academic staff in encouraging and empowering TCPS students to develop digital literacy and promote student-created content for educational purposes.
9. Explore digital media opportunities and developments, and make recommendations to the eLearning Manager for innovation and improvements consistent with the pedagogical and strategic aims of the College.
10. Work with the eLearning Manager, ITS, vendors and academic staff in the support and delivery of digital media projects and solutions.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.

- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the work place.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2,500 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Program for domestic and overseas secondary school students, various short courses and conferences.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity, Society