

Position Title:	Multimedia Project Coordinator	Position Number: xxxx	Faculty/Division: Professions				
Classification:	HEO7	No. Direct Reports & Highest Classified Position: 0	School/Branch: Faculty Professions Office				
FTE: (.50)	Reports to: Director Learning Teaching and Student Experience	Fixed 🖂 Contine	uing Discipline/Unit:				
Position Summary:	The Faculty of the Professions is one of five faculties at the University of Adelaide. It is comprised of five schools: the prestigious Adelaide Law School, the School of Architecture and Built Environment, the Adelaide Business School, the School of Economics, and the Entrepreneurship, Commercialisation and Innovation Centre. The faculty offers a range of undergraduate and postgraduate degrees and has strong connections with business and industry. It offers a contemporary, intellectually stimulating and rewarding working environment. The Multimedia Project Coordinator provides hands-on design and training for the production of teaching materials to be streamed from MyUni course sites. A deep understanding of teaching and learning approaches in a range of mediums is required for the four Schools and various Centres within the Faculty of the Professions. The Multimedia Project Coordinator is responsible for providing end to end development, expert advice, direction and support to staff in the Faculty as they develop and refine learning materials that utilise multimedia to engage students and enhance their learning. This Multimedia Project Coordinator will also identify opportunities for improvements in online delivery that will add value and effectiveness to our teaching and learning environments.						
Position Characteristics:	Scope	considerable engagement systems that engage with professional partnerships student experience and p Working under limited dire contact and coordination materials to be streamed works with the Executive	he Faculty of the Professions is the largest Faculty within the University and has onsiderable engagement with industry, business and government departments. The ystems that engage with these organisations are critical for the development of rofessional partnerships in research, internships and work placements, sponsorship, the tudent experience and prospective student recruitment and communication. Vorking under limited direction, the Multimedia Project Coordinator acts as the central ontact and coordination point for all multimedia production and refinement of teaching naterials to be streamed from MyUni course sites. The Multimedia Project Coordinator vorks with the Executive Director Learning and Teaching to develop new delivery methods nat involve blended learning that is centred on staff-student interaction supplemented by ducational technology				
	Significant internal/external relationships Faculty Executive Dean						
		Executive Director: Teaching, Learning and Student Experience					
	Faculty Executive Manager						



	Special conditions		Heads of School School Managers Faculty Marketing Team Central Marketing Team Out of standard work hours as required. Reasonable workplace adjustments will be made for people with a disability.	
	Delegations		NIL	
Key Responsibilities and Outcomes	2	Multimedia Coordination and Delivery Multimedia Upskilling Support	 Lead and develop video editing and video production of new instructional videos for courses, programs and special support within agreed timeframes for Schools and Centres within the Faculty. Coordinate and perform video editing and video production to refresh existing instructional videos and recorded lectures within agreed timeframes Create, composite and manipulate media content using videos, audio, digital imagining and interactive media software Publish new and revised content as instructed ensuring that the content has been appropriately authorised by the content owner and complies with relevant policies and procedures Provide mentoring and guidance to academic staff through the process of adapting their face-to-face teaching to pedagogically sound online-compatible formats including content, interactive learning and assessment via multi-modal delivery (blended learning, remote students and online/distance students) Work with academic staff from Schools and Centres to develop their knowledge and competence in preparing for online delivery streams Establish and ensure guidance (including tools such as reference guides or checklists) is provided and are accessible to staff to assist them in preparing for online delivery modes and content 	
	3	Quality Assurance	 Ensure all materials produced are compliant with the relevant standards for access (particularly disability access), and are compatible with all common devices, including mobile, for both android and apple platforms. Ensure that all content and materials meets requirements and ensure material and use of the material adheres to the relevant university policies, procedures and guidelines 	



	Capabilities and Behaviours	Communication	 Tailors communication style and delivery method to the level of the audience Organises events and meetings to facilitate information sharing Prepares and delivers confident and persuasive presentation Composes communications which convey specialised concepts in order to influence outcomes or decisions
Criteria		Flexibility and Adaptability	 Demonstrates flexibility in thinking Adapts to and manages the increasing rate of change and copes with ambiguity Welcomes ideas for improvements to structures, procedures and technologies Challenges the status quo by looking for ways to enhance efficiency and effectiveness
		Teamwork	 Supports team members to achieve their goals Takes the initiative in progressing team goals Encourages all team members to participate and share their knowledge Builds collaborative working relationships with internal and external stakeholders
		Continuous Learning	 Focuses on continually improving the skills and knowledge of people within their area Encourages others to consider and attempt to improve existing systems and processes Explores ideas and suggestions made by staff members Takes ownership to raise issues before they become major problems Recognises the validity of other viewpoints and is not fixed in his/her ideas
		Achievement Drive	 Able to quickly prioritise conflicting demands and evaluate opposing arguments Sets targets to achieve results Motivates self and others to focus efforts to meet deadlines even in demanding timeframes
	Knowledge and Experience	 timeframes Demonstrated high level technical and training skills in multimedia design and delivery including green screen/white screen, graphics and animation, voice-overs, dialogic presentation and 'live recorded focus group/small class sessions) Significant experience in the design and development of curriculum delivered in innovative and engaging ways with demonstrably positive outcomes. Demonstrated understanding and experience in directing and developing individuals and teams in the production of online delivery of content Demonstrated experience working on video production in a collegiate or professional setting. Ability to work in a multicultural environment and excellent interpersonal, organisational and communication skills Understanding of and demonstrable experience in using multimedia platforms and systems including but not limited to Adobe Photoshop, Adobe Illustrator, Adobe Premiere of Final cut Pro, Adobe After Effects, Adobe Soundbooth and Adobe Flash 	
	Qualifications	Bachelors degree in commur	nications, multimedia television or a related field and relevant experience



Occupational Health, Safety and Welfare Requirements	 All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 				
University Expectations	 All staff are expected to: Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; Participate in the Performance Development Review Process which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; Perform their responsibilities in a manner which reflects and responds to continuous improvement; and Read, understand and comply with all University policies and procedures. 				
Approvals:	Head of School / Branch Manager	Director Human Res	sources		
Head of School / Branch Manager	Name: Professor Christopher Findlay	Name:			
	Signature: Date: November 2015	Signature: Date:			
Acknowledgement of Incumbent	I have read and understood the requirements of Name: (please print)	he position Signature:	Date:		