

Job Description

Agency	Department of Education	Work unit	NT School of Distance Education
Job title	eLearning Publishing Officer	Designation	Administrative Officer 3
Job type	Full time	Duration	Fixed for 12 months
Salary	\$64,773 - \$69,746	Location	Darwin
Position number	16578	RTF	292518
		Closing	01/04/2024
Contact officer	Mitch Taylor on 08 8922 2222 or mitch.taylor@education.nt.gov.au		
About the agency	https://education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=292518		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Produce quality graphic, multimedia, word processing and template design for online instruction and print publication and provide ICT and learning management system assistance.

Context statement

The Northern Territory School of Distance Education (NTSDE) supports and delivers a range of educational services to students, resident in the Northern Territory or temporarily living interstate or overseas. NTSDE collaborates with home schools, supporting educators to deliver high quality, innovative and flexible senior secondary online programs. School staff must be prepared to travel, use advanced online technologies, and work in both online and face-to-face modes.

Key duties and responsibilities

1. Liaise with staff regarding format requirements of curriculum materials produced by the school, in accordance with NTSDE quality production and publication guidelines.
2. Oversee, coordinate and provide an advanced level of expertise in the transformation of draft curriculum materials through to the final publishing stage whilst employing a range of office, design and multimedia software applications and publishing skills.
3. Supervise and train staff to employ NTSDE approved eLearning, online and print publication templates.
4. Evaluate new publication applications to ensure optimum efficiency and output quality.
5. Maintain copyright records.
6. Provide general administration and ICT support as directed by line management.

Selection criteria

Essential

1. Sound knowledge of current desktop and online publishing guidelines and procedures.
2. Experience in using eLearning software and platforms, including technical knowledge and maintenance.
3. Experience in training staff in their use of eLearning platforms and associated software and applications, ability to work as a team member and with diverse stakeholders.
4. Demonstrated ability to communicate, liaise and consult effectively through all stages of materials production.
5. Demonstrated organisational skills, ability to work under pressure and complete tasks within required timeframes, work independently, be self-motivated, adapt successfully to changing responsibilities and tasks, and exercise initiative and attention to detail.

Further information

The successful applicant must have no significant criminal record, confirmed by a Police Criminal History check, a current Working with Children Clearance Notice and current First Aid Qualification or be in the process of obtaining.

Approved: February 2024

Kylie Murphy, Principal – NT School of Distance Education