

Desktop Publisher

Curriculum, Assessment and Strategic Policy

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 2
Reports to	Principal Consultant Publications and Communication (Level 7) / Examination Development Consultant (Level 5)
Direct reports	Nil

Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of, the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- implementing moderation activities to ensure statewide comparability of standards
- ensuring that equitable and rigorous senior secondary examinations are developed and provided for implementation in all Western Australian schools and international schools that deliver the Western Australian Certificate of Education (WACE) Australian Tertiary Admission Rank (ATAR) courses
- ensuring that ATAR course examinations reflect the content of ATAR courses
- ensuring that examinations are reviewed at completion of implementation
- leading the development of examinations in an online environment and ensuring that the curriculum is shaped to address the shift into an online environment
- directing and managing the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- researching best practice in curriculum, standards and moderation
- planning and developing policies, programs, systems and innovations associated with the Authority's
- work
- managing projects across the Authority
- ensuring that the Authority remains responsive to the Board and Minister's needs and leading coordination of associated services and support.

Visit scsa.wa.edu.au to find out more information about the School Curriculum and Standards Authority.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Undertake desktop publishing of print materials.
- Use advanced desktop publishing software, such as Adobe Creative Cloud, in particular InDesign, Photoshop and Illustrator, and other software to produce high quality master copies.
- Continuously monitor work for instructions and feedback throughout the desktop publishing process, making modifications where necessary to improve output, decrease turn-around times and streamline work processes and operations.
- Convert files into appropriate formats for printing, or for the Internet, using computer software according to design specifications.
- Appropriately store electronic files in a file management system ensuring security and ease of retrieval.
- Communicate and negotiate with a team of writers and editors to refine draft materials and resolve issues associated with producing materials for publication.
- Provide technical desktop publishing support to writers and editors.
- Organise and prioritise work to meet deadlines.
- Maintain effective records and relevant information databases in accordance with record keeping policy

Selection criteria

1. Demonstrated experience in advanced desktop publishing skills in Adobe Creative Cloud in particular InDesign, Photoshop and Illustrator, and a range of other associated software.
2. Demonstrated well-developed skills in formatting for print and online publication.
3. Demonstrated oral communication and interpersonal skills, including the capacity to negotiate effectively with relevant internal key stakeholders at all levels.
4. Demonstrated experience in working independently and in a team environment.
5. Demonstrated ability to organise and prioritise the management of workloads.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 15 March 2021
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