

## Digital Content Creator

### Level 4 – Early Intervention Services

#### Perth Office

### Job Description

The Digital Content Creator provides support for the development of Legal Aid WA's corporate communications, publications, Community Legal Education (CLE) resources, and social media content. The position involves planning and creating graphics, animations, videos, photographs, templates and other digital content.

### About Legal Aid Western Australia

Legal Aid Western Australia provides information and resources to assist the community with their legal concerns, and offers a range of services aimed at target groups or individuals with particular legal problems. Through our regional offices and main office in Perth, and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

### Vision, Mission and Values

#### Vision

Equitable access to justice to support a fair and safe community

#### Mission

To assist the community by providing quality and timely legal help to those who need our assistance

#### Core Values

**Making a difference** - We are committed to helping people understand and protect their rights

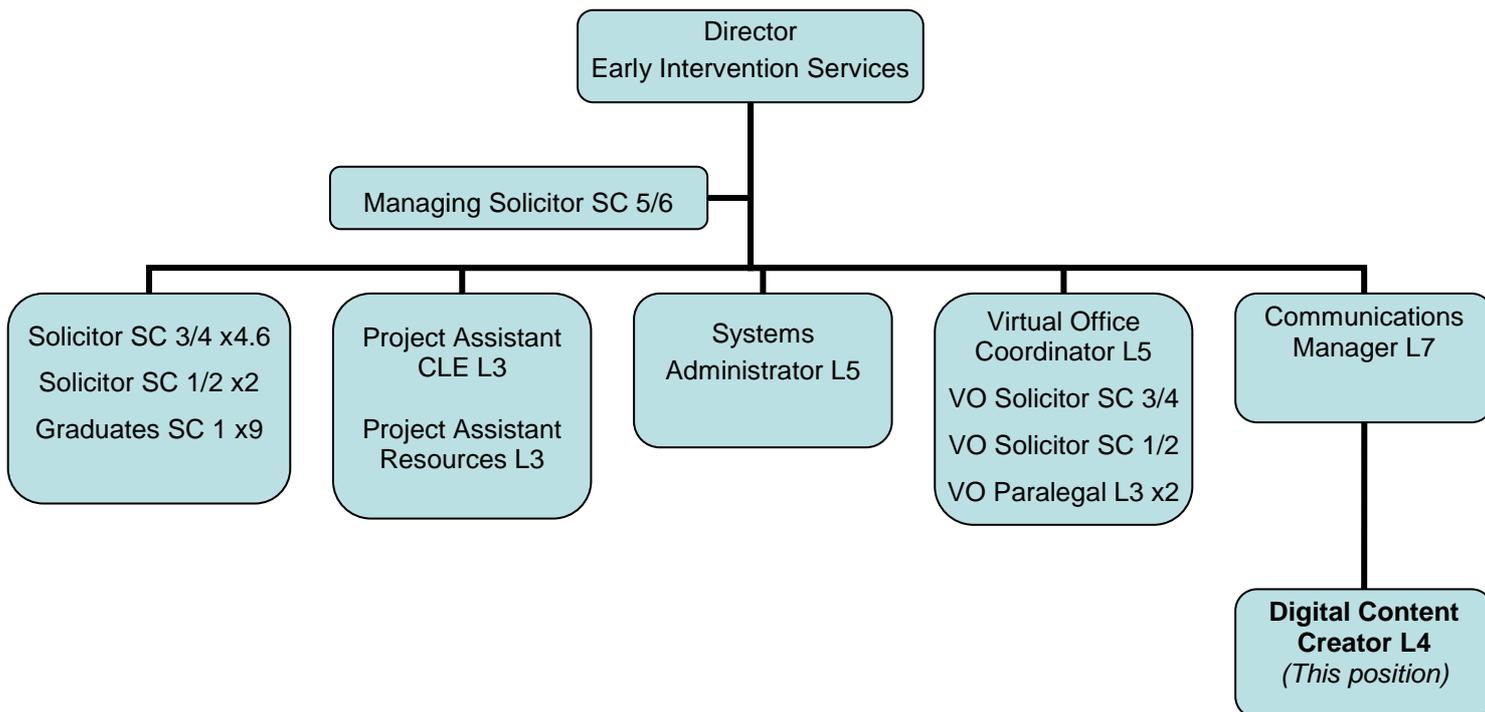
**Client-centred** - We put clients at the centre of everything we do

**Respect** - We care about our clients and the community in which we live

**Innovation** - We are committed to continuous improvement

**Transparency** - We are an open and accountable organisation

## Reporting Relationships



## Scope of Duties

- Works in close consultation with Legal Aid WA's Community Legal Education team and other key stakeholders to create innovative digital and online resources including graphics, animations, templates and other digital content for use across a range of platforms.
- Undertakes filming and video editing to create high quality training and legal education resources.
- Co-ordinates, takes and edits photographs as required for social media and publications.
- Assists in management of social media accounts including planning, creation, commenting and scheduling.
- Assists in administration of online learning management system Train N Track and building content as required.
- Assists in administration of the Legal Aid WA website as required.
- Provides graphic design support in relation to project work.
- Works collaboratively as a member of a team, contributes positively to an innovative work environment and achieves outcomes that meet the objectives of the Early Intervention Services Division.
- Delivers to a high quality under time constraints.
- Works autonomously with minimal supervision but seeks direction when appropriate.
- Performs other duties as required.

## Selection Criteria

### ESSENTIAL

- **Highly developed skills in graphic design and the use of a variety of multi-media applications, in particular Adobe Illustrator and In-Design.**
- **Ability and experience using audiovisual, photography and videography equipment and editing software to create digital content.**
- Demonstrated ability to implement innovative solutions.
- Excellent organisational skills including the ability to prioritise work and meet required timeframes.
- Sound interpersonal and verbal communication skills for consulting with stakeholders and Legal Aid WA staff.

### ESSENTIAL REQUIRED CORE COMPETENCIES

*These are essential criteria for all Legal Aid WA positions. Refer to the Core Competencies Matrix in the Application Guidelines.*

- Committed to the principles of social justice.
- **Values people, partnership and teamwork.**
- **Willingness to learn and share knowledge with others.**
- Outcome and service focused.

### QUALIFICATIONS

- A qualification in graphic design, communications, media or other relevant discipline (Desirable)

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate, 100 Point Identification Check and evidence of vaccination against COVID-19 in accordance with the Community Care Services Worker (Restrictions on Access) Directions and the Booster Vaccination (Restrictions on Access) Directions.

### DESIRABLE:

- Experience in the use of content management systems and managing social media accounts.
- Basic skills and experience in website design and management and coding.

## Remuneration Information

### Terms, Conditions and Benefits

- Fixed term – Full Time, Perth CBD.
- Salary Range: Government Officers Salaries Allowances and Conditions Award 1989 – Public Service and Government Officers General Agreement 2021.  
Level 4 - \$81,452 – \$85,797 gross per annum.
- Benefits: 10% employer superannuation contributions paid to GESB or the superannuation scheme of your choice. Annual Leave Loading up to a maximum of \$1802.05 gross per annum.
- Excellent salary packaging scheme. Subject to the requirements of relevant taxation legislation, rulings and determinations, employees of Legal Aid WA are able to salary package a percentage of base salary as a combination of “cash” and benefit items. Non-cash benefit items include: superannuation, lease of motor vehicle for private use, home mortgage payments, home rental payments, school fees, health and life insurance, living expenses and meal entertainment.
- Flexible work arrangements, including work from home arrangement by negotiation.
- Family friendly work environment, including a dedicated Family Room.
- Modern office space and end of trip facilities.
- 37.5 hour working week; four weeks Annual Leave per year; 15 days Personal Leave per year (Sick & Carer’s); 3 Public Service Holidays per year; options for purchased leave arrangements.
- Fully subsidised annual CPD training and relevant professional memberships. In addition, learning and professional development and study leave opportunities are available.
- Wellbeing program.
- Social Club, which operates from the Perth Office.