



Desktop Publisher

School of Isolated and Distance Education

Position number	00042367
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

The School of Isolated and Distance Education (SIDE) is the main centre for K-12 distance education and online learning within the Western Australian Department of Education. The school provides quality education for students who for various reasons cannot attend classes in a regular school.

SIDE provides a wide range of educational programs in Western Australia through an online distance mode. SIDE offers the same education opportunities and support as most primary and secondary schools, including support for students with disabilities, students with learning difficulties and gifted and talented students.

The school uses digital technologies to deliver online education programs. It occurs in two forms:

- Synchronous, real-time communication via the Department's Webex web-conferencing platform. Students have access to scheduled 'live' instruction.
- Asynchronous, 24/7 access. Moodle is used to deliver curriculum materials and facilitate student and staff collaboration online.

In addition, SIDE, as a Registered Training Organisation (RTO), provides quality vocational education and training (VET) programs. This provision of service has significant benefits for students and schools, particularly in regional and remote areas.

Visit education.wa.edu.au to find out more information about the Department of Education and www.side.wa.edu.au for further information about SIDE.

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 12 April 2022
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