



## Video Film Editor

School of Isolated and Distance Education

<b>Position number</b>	00046712
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager Business Operations (Level 6)
<b>Direct reports</b>	Nil

### Context

The School of Isolated and Distance Education (SIDE), located in Leederville, is the centre for distance learning within the Department of Education. Founded in 1918, SIDE has a rich history of student success and achievement for those studying through a distance education mode.

SIDE has a large and diverse student population ranging from Kindergarten to Year 12 for which it provides a comprehensive curriculum. SIDE responds to the changing needs of students in terms of the range of courses and programs offered and the mode through which they are delivered, and uses of a variety of technologies integrated into the development of curriculum materials and modes of delivery thus making e-Learning a reality. SIDE provides an 'open access' approach to education for a range of client groups across the state.

Information about SIDE is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Develop and manage post-produced footage, and/or images to a standard suitable for dissemination across SIDE website, social media accounts and provision to mainstream media.
- Gather information to generate suitable written, audio visual and other material for conversion and dissemination to the public via the SIDE website and social media accounts.
- Work closely with a variety of SIDE staff to fulfil dynamic and diverse operational needs.
- Consult with the Marketing and Communication Manager to develop strategies and digital materials in response to SIDE's operational and corporate needs.

- Maintain awareness of news and current affairs, in addition to emerging online and social media trends and issues.
- Support associated media and content functions as required.
- Contribute to the Media and Corporate Communications Portfolio on specific communications projects.
- Implement social media strategies through the publication of messages, images and video to the public via web technologies.
- Assist the Marketing and Communications Manager in moderation of posts on SIDE's social media platforms.
- Implement accessibility within multimedia documents.
- Contribute to enhancing SIDE's social media presence.
- Understand and comply with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- Demonstrate and advocate a high level of ethics and integrity in accordance with the Department's professional standards and Code of Conduct including reporting wrongdoing.
- Undertake other duties as directed.

### **Selection criteria**

1. Demonstrated experience in the concept development and implementation of a range of brand and graphic projects to motion projects with a knowledge of digital and social media production.
2. Demonstrated well developed ability to work both independently and part of a team and deliver outcomes on a tight schedule.
3. Demonstrated initiative and good organisational skills that demonstrate an ability to deliver multiple motion projects and editing requests from various stakeholders.
4. Demonstrated well developed skills in the use of current graphic video and industry film related hardware and software packages, including a range of industry standard hardware and software.
5. Demonstrated well developed creative ability in the production of effective digital film, live production, and advertising campaign work.

### **Eligibility and training requirements**

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date 25 October 2024  
Reference D24/0827743