

NATIONAL LIBRARY OF AUSTRALIA

DUTY STATEMENT

Date Approved:

Position Number: 1614

Date Printed:

Authority Reference:

Classification: APS 5
Division: Executive & Public Programs
Branch: Publications Branch
Local Title: Electronic Publishing Assistant

DUTIES

Under limited direction:

1. Undertake web development and multimedia work as required. Produce standards compliant quality online content such as journals, ebooks and exhibitions.
2. Produce online marketing materials as required, including podcasts and videocasts. Maintain online materials and be proficient with online technologies including Web 2.0 capabilities.
3. Provide copyright administration assistance, including researching copyright holders, drafting letters and record keeping.
4. Provide support for the publications area, including liaising with other members of the Publications team, other areas in the Library, external suppliers and collaborative partners as necessary.
5. Undertake administrative tasks as required, including drafting correspondence, minutes and reports, answering the telephone and filing.
6. Ensure that Workplace Diversity, Risk Management, Industrial Democracy and Occupational Health and Safety guidelines and practices have been implemented and are observed.

Duty representing highest function: 1,2,3

Immediate supervisor: Manager, Publications & Production, EL 1 (PN1699)

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SELECTION CRITERIA

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1. Highly developed knowledge of HTML, CSS and Web publishing, including PhotoShop or other image manipulation/management tools. Demonstrated experience of online marketing and experience in multimedia.
2. Sound understanding of publishing processes, specifically copyright and associated issues, including proficiency in CD/DVD archiving.
3. Sound administrative and communication skills, including the capacity to draft and edit reports and correspondence to a high standard.
4. Ability to demonstrate independent judgement in respect of documented work practises, procedures, guidelines and instructions in the workplace. Ability to use independent judgement to resolve workplace issues.
5. Well developed people management skills, including the capacity to work in small teams and liaise with Library staff, external clients and contractors to achieve objectives, including the ability to prioritise and monitor workloads, and manage available resources.
6. Knowledge of, and demonstrated commitment to, the principles and practices of Workplace Diversity, Risk Management, Industrial Democracy and Occupational Health.
7. Tertiary qualifications in a related field would be highly regarded.

Division Head Approval _____

Date _____

NATIONAL LIBRARY OF AUSTRALIA

JOB DESCRIPTION

Date approved:

Position Number:xxxx
