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| **Position Title** | **Content Developer** |

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| **Position Specification** |
| **Qualifications/Experience/Knowledge** |
| * A formal editing or information management qualification with a minimum of five years experience in a similar role * Current and applied knowledge of publishing environments, trends and techniques * Advanced user of content management system software * Advanced user of content editing and design software such as InDesign * Experienced in providing content to the education sector * Dedication to producing high-quality work * Ability to maintain flexibility and juggle competing priorities while acting as an internal service provider within a small, close-knit team * Highly developed interpersonal and collaborative skills with a proven ability to build relationships through mutual respect and consultation * Strong organisational skills, including an ability to work on multiple tasks, with competing priorities simultaneously and with minimal supervision * Excellent working knowledge of MS Office suite, CRM packages (Salesforce ideal), iPhone & iPad devices, and general IT skills including use of email, intranets, video conferencing, online meetings etc. |
| **Special requirements** |
| * The position is based in Collingwood, Victoria. * The position would only entail very occasional travel. * A valid Working with Children Check will be required. * A current driver’s licence is preferred. |

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| **Key Performance Indicators** |
| Key Performance Indicators (KPIs) are measures that demonstrate that specific planned goals in each financial year have been achieved. KPIs will be negotiated with the individual employee and reviewed annually. |