

Role Description

Graphic Design and Web Production Officer



Cluster	Separate Agency
Agency	NSW Education Standards Authority (NESA)
Division/Branch/Unit	Assessment Reform Assessment Standards
Location	117 Clarence Street, Sydney
Classification/Grade/Band	Clerk Grade 5/6
Role number	TBC
ANZSCO Code	261111
PCAT Code	1226192
Date of Approval	July 2022
Agency Website	http://educationstandards.nsw.edu.au

Agency overview

The NSW Education Standards Authority (NESA) works with the NSW community to drive improvements in student achievement.

We are an independent statutory authority reporting to an independent Board and the NSW Minister for Education and Early Childhood Learning.

Making sure all children and young people in NSW leave school ready to take advantage of life's opportunities, as well as to rise to its inevitable challenges, is at the heart of what we do.

We achieve this by supporting all school sectors (public, catholic and independent) to deliver the best possible outcomes for students through:

- high-quality syllabuses.
- assessment, including managing the HSC and NAPLAN.
- teaching standards, such as the accreditation of teachers to work in NSW schools.
- school environments, including setting and monitoring school standards.

To find out more about the important work we do for NSW visit our website.

Primary purpose of the role

The Graphic Design and Web Production Officer is responsible for the production of syllabus and examination content primarily for print and web delivery for the NSW Curriculum Reform.

Key accountabilities

- Production of high-quality consistent print and online syllabus and examination material according to schedule
- Implementing information security and system back-up processes

- Data/content entry from MS word into online forms
- Consistently applying set formatting and style rules

Key challenges

- Efficiency and accuracy inputting web content in the context of changing or evolving development environments and processes
- Producing high-quality print and web syllabus and examination materials in a high-volume environment
- Being a key part of a complex syllabus material development process with several stakeholders

Key relationships

Who	Why
Internal	
Head, Assessment Reform	<ul style="list-style-type: none"> • Report on progress of branch objectives/outcomes
Senior Project Officer	<ul style="list-style-type: none"> • Report to and meet deadlines for outcome delivery
Senior Assessment Officer, Assessment Reform	<ul style="list-style-type: none"> • Work collaboratively to achieve identified outcomes and resolve emerging issues
Project team	<ul style="list-style-type: none"> • Work collaboratively and ensure ongoing communication to achieve identified outcomes

Role dimensions

Decision making

Decisions are made in accordance with NESAs and/or Directorate documented policies and procedures including the Code of Ethics and Conduct. The role acts independently in performing its core work and applies specialised knowledge, skills and professional judgement to achieve outcomes and consults with the Senior Project Officer and Senior Assessment Officers on matters that are sensitive and/or contentious to agree on a suitable way forward.

Reporting line

The Graphic Design and Web Production Officer reports to the Senior Project Officer

Direct reports

NA

Budget/Expenditure

NA

Essential requirements

- Proficiency in Adobe suite print production tools (InDesign, Photoshop, Illustrator and Acrobat)
- Proficiency with standards compliant HTML 5, and CSS
- Proficiency in image and file preparation for print and web
- Experience with retrieving content from Microsoft Word and Excel

Desirable requirements

- Experience with online exam setting and production

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.





The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepare to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situation change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation 	Adept
 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others 	Intermediate
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieve goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	Intermediate

FOCUS CAPABILITIES


Capability group/sets	Capability name	Behavioural indicators	Level
 Business Enablers	Technology		Intermediate
	Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Use available technology to improve individual performance and effectiveness Make effective use of records, information and knowledge management functions and systems Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies 	

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others and resolve issues and conflicts	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational

Project Management

Understand and apply effective planning,
coordination and control methods

Intermediate
