

Role Description

Desktop Publisher

Agency	Independent Pricing and Regulatory Tribunal
Location	Sydney
Classification/Grade/Band	IPART Officer D
Kind of Employment	Ongoing
ANZSCO Code	232411
PCAT Code	1227114
Date of Approval	October 2019
Agency Website	www.ipart.nsw.gov.au

Agency overview

IPART provides independent regulatory decisions and advice to protect and promote the ongoing interests of the consumers, taxpayers and citizens of NSW. We act with integrity, earn trust and deliver excellence. We are the independent regulator for the water, public transport, local government, electricity and gas industries and the Energy Savings Scheme in NSW. We also undertake reviews and investigations into a wide range of economic and policy issues and perform a number of other roles at the NSW Government's request.

Primary purpose of the role

The Desktop Publisher supports the Strategic Design Specialist and Industry Teams with a range of internal communications such as; Microsoft Word and Indesign document formatting as well as corporate PowerPoint presentations. Creating or editing tables, graphics (eg. image banners with icons), charts, other diagrams and imagery in a PC environment.

Key accountabilities

- Lead change within the area of publishing to ensure that best practices are in place and IPART adopts efficient and accessible ways for both the business and intended audiences
- Own the publishing function for the organisation; consolidating publishing guides for ease of use across the business often in a tight time-frame
- Promote the use of set templates to ensure consistency and operate as a help desk function to provide advice or troubleshoot issues with formatting of reports
- Develop PowerPoint presentations for the industry teams
- Ensure all report templates are correct and centralised for use by internal teams, within set timelines based on stakeholder specification
- Maintain and update corporate identity documents and brand guidelines in collaboration with Strategic Design Specialist as well as supporting the production of all print collateral, including sizing, materials, colour matching, finishing, sampling, pre-press approvals and final sign-off

Key challenges

- Streamlining publishing processes to ensure that a centralised publishing model works across the business
- Collaborating with a number of internal and external teams on multiple projects at once, offering support and guidance

- Complete all document creation and modifications accurately and within compressed timelines

Key relationships

Who	Why
Internal	
Strategic Design Specialist	<ul style="list-style-type: none"> • Share creative ideas, report on key projects and provide regular status updates on current workload
Industry Teams	<ul style="list-style-type: none"> • Provide regular updates on key projects, issues and priorities • Maintain effective working relationships to ensure collaboration and communication to facilitate achieving the team's objectives

Role dimensions

Decision making

This role is responsible for the timely delivery of high quality work assignments as delegated by the Strategic Design Specialist and Industry Teams

Reporting line

Strategic Design Specialist

Direct reports

Nil

Essential requirements

- Tertiary qualifications in professional writing, publishing and editing, communications, commerce or marketing, or equivalent relevant experience
- Experience required PC environment, Microsoft Office Suite specifically with advanced Word and PowerPoint skills, along with with working knowledge of Adobe InDesign, Illustrator, Acrobat and Photoshop skills.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Foundational
	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Capability Set	Category and Sub-category	Level and Code
	Strategy and Architecture - Information Content Publishing	Level 4 – ICPM
	Development and Implementation - User Experience Design	Level 4 – HCEV

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • 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 a high level of personal motivation
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules where necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Technology	Adept	<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

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Identify opportunities to use a broad range of communications technologies to deliver effective messages Understand, act on and monitor compliance with information and communications security and use policies Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business Support compliance with the records, information and knowledge management requirements of the organisation

Occupation specific capability set (Skills Framework for the Information Age – SFIA)

Category and Sub-Category	Level and Code	Level Descriptions
Strategy & Architecture Information Content Publishing	Level 4 ICPM	Information Content Publishing (ICPM) - Maintains and updates content management processes to meet the needs of users including those with disabilities. Selects appropriate channels through which content should be published, providing advice to users and content authors to leverage the features of the relevant channels and tools used. Applies propriety guidelines and uses appropriate tools and techniques to provide publishing interfaces to new or existing platforms and applications. Identifies the implications of copyright, data protection and other legal issues associated with publishing.
Development & Implementation User Experience Design	Level 4 HCEV	User Experience Design (HCEV) - Designs and develop users' digital and off-line tasks, interaction and interfaces to meet agreed usability and accessibility requirements. Translates concepts into outputs and prototypes and captures user feedback to improve designs. Specifies appropriate tools, methods and design patterns. Evaluates alternative design options and recommends designs taking into account performance, usability and accessibility requirements. Interprets and follows visual design and branding guidelines to create consistent and impactful user experience.