

Role Description

Mid-Weight Editor / Motion Designer



Cluster	Department of Premier & Cabinet
Division/Branch/Unit	Sydney Opera House
Location	Sydney CBD
Classification/Grade/Band	Grade 1 level 2
Kind of Employment	Enterprise Agreement- Temporary
ANZSCO Code	1111492
PCAT Code	232411
Role Number	W02806R01605
Date of Approval	November 2021
Agency Website	http://www.sydneyoperahouse.com

AGENCY OVERVIEW

The Sydney Opera House is an Executive Agency of the NSW Department of Premier & Cabinet. The Opera House is operated and maintained for the Government of NSW by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961.

The Sydney Opera House is an iconic Australian institution that embodies beauty, inspiration and the liberating power of art and ideas.

Our vision is to be as bold and inspiring as the Opera House itself.

Our mission is twofold:

- To treasure and renew the Opera House for future generations of artists, audiences and visitors; and
- To inspire, and strengthen the community, through everything we do.

PURPOSE OF THE ROLE

The Mid-weight Editor / Motion Designer role is responsible for producing video content and supporting the wider team with basic graphic design tasks.

The role is part of Creative Studio (Sydney Opera House's in-house design and motion team). Creative Studio exist to champion and deliver engaging creative communications; and to present a unique and unified Sydney Opera House brand identity.

The ideal candidate is comfortable working across different mediums and keen to learn in a fast paced environment.

KEY ACCOUNTABILITIES

- Deliver engaging video content for SOH channels
- Deliver basic static graphic design assets for web, email and social channels
- Follow and support the development of SOH brand guidelines / templates
- Liaise with stakeholders to interpret briefs and address feedback
- Contribute to creative culture by following and sharing industry trends

KEY CHALLENGES

- Balance high quality creative solutions with sales and positioning objectives to achieve goals.
- Prioritise and balance a high volume of competing work priorities to deliver design material in a timely manner.

KEY RELATIONSHIPS

WHO	WHY
Internal	
Head of Creative	Direct manager and team leader. Overarching creative direction and brand identity guardianship.
Senior Creative(s)	Receive creative / art direction, guidance and support to ensure project work is of high quality and within brand guidelines.
Creative Studio Team	Collaborate and support to deliver a wide range of campaigns and brand projects.
Operations Manager	Team leader and delegator of project work. Works closely with them on Creative Studio operations and priorities.
Traffic Manager	Delegator of project work. Form a close working relationship to ensure that all projects are delivered on time and to ensure workflow issues are flagged upfront.
Campaigns Team, SOH Presents and other SOH Managers/Staff	To work with in key client/account management capacity, present project work and respond to feedback.

ROLE DIMENSIONS

Decision Making

The position will work closely with the Senior Creative(s) and Head of Creative to seek approval and guidance.

Reporting Line

Head of Creative

Direct Reports

NIL

ESSENTIAL REQUIREMENTS


- Tertiary qualification in multimedia, communications or design
- 1-2+ year industry experience (agency or in-house environment)
- Experience editing video for social channels, with understanding of best practices
- Strong knowledge of Adobe Premiere Pro and file formats
- Basic motion graphics and Adobe After Effects skills
- Basic graphic design and Adobe Creative Cloud skills (InDesign, Photoshop, Illustrator)
- Collaborative team player with strong communication skills
- Problem solving: able to take onboard and resolve feedback
- Multi-tasking: able to meet deadlines and manage personal workload
- Basic understanding of audio mixing




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	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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 Display Resilience and Courage	Foundational	<ul style="list-style-type: none"> Be open to new ideas and approaches Offer own opinion, ask questions and make suggestions Adapt well to new situations Do not give up easily when problems arise Stay calm in challenging situations
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role Speak out against misconduct, illegal and inappropriate behaviour Report apparent conflicts of interest
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 Commit to Customer Service	Foundational	<ul style="list-style-type: none"> Understand the importance of customer service Help customers understand the services that are available Take responsibility for delivering services which meet customer requirements Keep customers informed of progress and seek feedback to ensure their

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate Accountability	Foundational	needs are met
		<ul style="list-style-type: none"> • Show respect, courtesy and fairness when interacting with customers • Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others health and safety • Escalate issues when these are identified
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans