

Location:	Xavier College – Gawler Belt, Two Wells, Evanston, Riverlea
Employment Status:	Permanent, Part-time
Classification Level:	As per CESA Enterprise Agreement 2020 Education Support Officer, Grade 4, Administration
Hours/Weeks of work:	Office hours are 8.00am – 4.00pm, Monday to Friday. Minimum 22.5 hours per week, 40 weeks per year. By mutual agreement, days & hours of work to be negotiated.
Special Conditions:	Some out-of-hours work may be required, as per conditions outlined in the CESA Enterprise Agreement 2020. Additional time worked (overtime) is to be pre-arranged and pre-approved by the Marketing and Community Engagement Manager in accordance with College policy.

interviewing, staging, equipment management, talent coordination, post-production, editing, colour-grading, graphics and animation, audio and publishing to support the College's marketing, communications and advertising strategy.

- Support and contribute towards the maintenance of the College's image/video library, ensuring photo and video content is engaging, high-quality, relevant and aligned with the College's visual brand and values.
- Analyse and evaluate industry trends to identify opportunities for innovative digital engagement through visual storytelling.
- Ensure marketing and communication activities comply with College policies, privacy legislation, and child-safeguarding requirements.
- Administer the College's marketing plan and assist with marketing events and activities.
- Assist in the development and updating of College promotion materials.
- Liaise with the Catholic Education SA Communications Team and attend team events to represent the College, where appropriate.
- Provide high level administrative support within the College and proficiently use computer software packages, including desktop publishing, database and/or web software and management information systems at an advanced level.
- Undertake responsibility for special projects at an advanced administration level.
- Prepare and present professional reports when requested.
- Positively participate in required College activities, meetings, events, training and professional reviews.
- Undertake other duties as required by the Principal (or delegate).

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Experience, skills and knowledge in the provision of a comprehensive administrative support service.
- Portfolio evidence of skills and abilities in videography and photography and/or demonstrated experience working in a similar role.
- An understanding of contemporary marketing and communications theory and practice.
- Technical competency to effectively create professional marketing and communications materials.
- Understanding of the education sector and a multi-stakeholder environment.
- Advanced ICT skills including Microsoft Office and desktop publishing skills specifically Adobe Creative Suite applications, such as InDesign.
- Experience in digital platforms, social media and website maintenance using Content Management Systems for the update of websites, or ability and willingness to quickly learn.
- Highly developed interpersonal, written and verbal communication skills including comprehensive report-writing, editing and proof-reading.
- Ability to evaluate information and use for forecasting, planning or research purposes to inform leadership with marketing and communications decisions.
- Ability to apply a high level of initiative, proficiency, accuracy and competency. To analyse, diagnose, design and implement solutions within area of responsibility.
- Excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to deliver required outcomes.
- Ability to maintain a high degree of discretion and confidentiality.

Desirable Requirements

- Proficient in operating Canon camera systems, or similar, lighting equipment, and other professional videography/photography tools.
- Proficient in the use of post-production video and photo editing software (e.g. Adobe Creative Suite Premiere Pro, Photoshop, Lightroom, After Effects etc).

- Ability to write, edit and proofread digital copywriting content, ensuring clarity, accuracy, and alignment with brand voice and identity.

Role Requirements

- A Diploma in Marketing/Administration/Photography/Digital Imaging/Media (or equivalent) and/or demonstrated relevant experience in a comparable role. Experience working in the Education sector is desirable.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA.
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate.
- First Aid certificate (HLTAID012).
- Disability Standards for Education Training.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.