ROLE DESCRIPTION

1.	ROLE

Role Title:	**Digital Designer**
Department:	Mission
Location:	East Melbourne
Employment Status:	Full time - maximum term contract
Reports to:	Team Leader - Formation
Date of Approval:	

2.	PRIMARY OBJECTIVE OF THE ROLE

The Melbourne Archdiocesan Religious Education digital resource, "To Know, Worship & Love" (KWL) is subject to a major review. Together with the revised and approved text, the content requires a refreshed layout and visual mechanics that complement the key concepts, deepening the teacher and student engagement. Reporting to the Product Manager, the Content Developer will assist and support developing the visual elements of the revised content for this major revision project.

3.	TEAM OVERVIEW

The Archdiocese of Melbourne through its ministries and agencies is at the service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support to 210 parishes and over 334 schools through pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor, Broken and Wounded.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

The Missionary Team is a core initiative at the service of proclamation, formation and mission for the Archdiocese of Melbourne: offering strategies, resources and support for the pastoral needs of parishes and local faith communities; and focusing on the proclamation of the Gospel, faith formation and Christian living delivered with missionary energy.

4.	**KEY ACCOUNTABILITIES**

- Work collaboratively with content (text) contributors to design visual concepts and mechanics to create effective and visually engaging Religious Education (Digital) learning objects.
- Conceptualise written content from text contributors or existing products for the creation of drafts, storyboards or prototypes.
- Creation and modification of static and interactive digital content assets.
- Collaborate with the Solutions Architect on the mechanics of new assets such as templates, interactive content and Religious Education (Digital) learning objects.
- Front-end Development of static and interactive digital content, User Interfaces and Religious Education (Digital) learning objects.
- Learning and adapting to new web design methods and trends in relation to business products and evolving technologies.
- Support the teachings of the Church and the ethos of the Melbourne Archdiocese with a motivation to work within the Church environment and possess a strong commitment to its values.

5.	**KEY CHALLENGES**

- To sufficiently add capacity to the Formation Office's ability to deliver on the required volume of content development for the major KWL Digital Review Project.
- To complement and provide skill diversity within the development team to increase the overall breadth of content type capacity.

6.	**KEY RELATIONSHIPS**

WHO	**WHY**
Internal Stakeholders	
Product Manager	Report to, and receive content development tasks from Product Manager. Keep informed regarding status of development tasks.
Team Leader – Formation	Escalate issues, keep informed, advise and receive instructions. Report on progress of content development.
Formation Team Members	Provide suggestions and input into production of KWL content for catholic schools.
Mission (Proclaim) Team	Participate in discussions and decisions regarding Mission strategies and support for parishes and Catholic communities. Provide suggestions and input into development of resources and programs offered to parishes and local communities. Participate in meetings to represent work group perspective and share information.
External Stakeholders	
Religious Education Co-Ordinators and Leaders (RECs / RELs) in Catholic schools	Most common point of contact for a school. People in these roles typically organise purchase of KWL Digital for school.
Diocesan Education Office - RE Directors	Crucial for KWL Digital sales to entire Dioceses.
Australian Bishops	It is the role of the Bishop to approve the use of any Religious Education resource. It is important that an episcopal component to the office liaising is maintained.

| 7. | ROLE DIMENSIONS |

Decision Making:

- *Content Developer* acts in consultation with and seeks approval from the Product Manager for development of KWL Digital content, implemented in the context of the major KWL Digital Review Project.
- Advises the Product Manager about issues, trends and technologies pertaining to the development of KWL Digital content.

| 8. | JOB COMPETENCIES |

- Advanced knowledge & experience of Adobe Creative Suite, with ability to articulate and formally present creative concepts as well as finished products for a variety of platforms.
- Ability to produce Motion Graphics with a working understanding of animation principles, colour, form, composition, timing and layout.
- Working knowledge of HTML, CSS, JavaScript/ JS libraries, CMS principles and version control systems with the capability of developing for cross-browser environments and creating responsive web content.
- Experience with front-end development, using a variety of frameworks with a working knowledge of relevant extensions and plug-ins.
- Knowledge of UI design with the ability to implement best practices and principles.

| 9. | PERSONAL COMPETENCIES |

- Relevant Tertiary qualifications or equivalent experience.
- Ability to research, learn and implement new and emerging technologies
- Possess high problem solving and analytical skills
- Support the teachings of the Church and the ethos of Archdiocese with a motivation to work within the Church environment and possess a strong commitment to its values.
- Sound time-management skills and ability to prioritise.
- Excellent verbal and written, interpersonal and communication skills.
- High level of attention to detail, quality and accuracy.
- Ability to multi-task and work quickly and efficiently.
- High level of integrity, honest and confidentiality, with an awareness and appreciation to Catholic Social Teaching.
- Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne.
- National Police record check (essential)
- Working with Children Check (essential)

| 10. | KEY SELECTION CRITERIA |

- Must have extensive capabilities and experience in Graphic Design
- Knowledge of Adobe Software including Photoshop, Illustrator, After Effects.
- Advanced and efficient vector art creation capacity.
- Strong illustration and visual communication skills.

- Motion Graphics skills, with a focus on content made for web technologies.
- Abilities in Animation, including a sense of timing, spacing, analysing and originality. Knowledge of 'Lottie' (Bodymovin) highly favoured.
- Front-end Development knowledge, including HTML, CSS and JavaScript best practices, including experience in working with JavaScript libraries like JQuery
- Abilities in Testing and Debugging and experience with software bug tracking tools such as Jira is a plus.
- Git and Version Control Systems knowledge is an advantage

11. INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. **Are committed to justice and equity**
2. **Uphold the dignity of all people and their right to respect**
3. **Are committed to safe and supportive relationships**
4. **Reach out to those who are poor, alienated and marginalised**
5. **Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
- Flexible and agile in how to respond to ever changing needs
- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care

12. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Content Developer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_____   Date_____

Employee Signature_____