Position Description - Digital Content Officer

Updated 27 October 2026

POSITION DETAILS	
College/Portfolio	**College of Business, Creative Arts, Law and Social Sciences**
Organisational Unit	**Centre for Social Impact**
Supervisor (Title)	**Senior Research Fellow in Disability Employment**
Classification	**Higher Education Officer Level 5**
Employment Type	**Fixed-term, Part-time**

POSITION SUMMARY

The Digital Content Officer provides digital content and resource development support to the Disability Employment Research Team for the Talent Access Partnerships (TAP) project.

Working alongside the project lead and under general supervision, the position develops, updates, and maintains accessible digital information and resources to help industry partners, including employers, understand and participate in the TAP project.

The position supports the preparation and maintenance of digital information resources for industry partners, including employers participating in the TAP project, with the project expected to engage more than **300 employers**. This includes preparing and adapting digital information and resources to meet the needs of multiple project partners and supporting consistent communication throughout the project period. The Digital Content Officer contributes to project outcomes by ensuring that relevant information is clear, accessible, accurate and readily available to employers and other project stakeholders.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence
- demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent.
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.



KEY POSITION RESPONSIBILITIES

The Digital Content Officer is accountable for:

- Develop, edit and format digital information resources for employers and project stakeholders using established communication and accessibility guidelines.
- Assist with developing digital information packages to support employer participation in the TAP project.
- Adapt existing project information into clear, accessible and audience-appropriate digital content with approved project messaging.
- Prepare and update approved resources to respond to the information needs of different industry partners, under the guidance of the Project Lead.
- Work alongside the project lead to ensure digital resources accurately reflect project objectives, activities and participation requirements.
- Support the provision of accessible digital information to employers participating in the TAP project.
- Assist in preparing resources that enable employers to understand project activities, participation requirements and available support.
- Adapt and provide information to meet the needs of multiple project partners while maintaining consistency with approved project messaging.
- Respond to routine requests for digital resources and information, referring complex or project-specific matters to the Project Lead.
- Support routine communication with employers by preparing and maintaining clear, accessible digital information resources throughout the project period.
- Maintain a schedule of digital resources and website content required throughout the project.
- Coordinate the collection, review and updating of information from the Project Lead and staff.
- Ensure resources remain current and reflect changes to project activities or participation information as directed.
- Maintain appropriate version control and organised digital records of project resources.
- Organise and prioritise assigned content activities to meet agreed project deadlines.

KEY POSITION CAPABILITIES

- Completion of a relevant degree without subsequent relevant work experience, or an equivalent combination of qualifications, training, and relevant experience.
- Demonstrated experience in preparing, editing, or publishing digital content, or an equivalent combination of relevant skills and experience.
- Experience working with website content management systems, social media platforms or other digital communication tools.
- Demonstrated ability to write, edit, and proofread clear, engaging digital content.
- Ability to adapt information for diverse audiences and digital channels.
- Knowledge of core digital content principles such as accessibility, plain language, and usability.
- Ability to adhere to organisational branding and communication standards.
- Skilled in organising tasks, managing competing priorities, and meeting deadlines.
- Precise and systematic in work execution, paying attention to detail.
- Capable of handling routine and some moderately complex tasks under general supervision.
- Able to identify common content and publishing issues and develop suitable solutions.
- Ability to exercise informed judgement within established policies, procedures and guidelines.
- Ability to recognise matters requiring escalation to a supervisor or more senior staff member.

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