Position Description

Job Details

Position Title: Publications Officer

Stream/Function/Department: RIDBC VisionEd

Reports directly to: Coordinator Alternative format Publications

Direct Reports: NA

Background Information

Qualifications

Undergraduate

Postgraduate

Other

Main Purpose

Produce computer generated braille and large print in accordance with RIDBC’s vision, mission, values and standards.

Foster a culture of quality and innovation that enhances educational opportunities and outcomes for RIDBC clients.

Build RIDBC’s profile and reputation within the community.

Share knowledge and expertise.

RIDBC Mission

By providing high quality, innovative services, RIDBC assists children, who have vision and/or hearing impairment, to achieve the best possible educational outcomes.

RIDBC Values

- Innovation
- Sharing of knowledge
- Respectful interaction with all people

- Ethical behaviour
- Child & family focussed services
- Striving for high quality

Key Responsibilities

Support access to information by people with a print disability.

Work collaboratively with the Alternative Format Publications team and all other stake holders.

Contribute to the efficient operation of the Alternative format Publications section.

Participate in continuous improvement.

Embrace policies and procedures.

Performance Indicators

Production of braille and large print within agreed to time frames and to approved standards.

Consultation with clients and colleagues to ensure that individual and team goals are achieved.

Maintenance of required documentation, participation in meetings, sharing expertise, and performing occasional additional duties.

Attendance at professional development activities, participation in the Achievement and Recognition process, commitment to high standards, and contribution to organisation reviews.

Abide by RIDBC policies and procedures.
**legislature and statutory obligations.**

Promote a safe working environment.

Adherence to all health and safety policies, procedures and guidelines.

### Knowledge, skills and experience – Required to perform this role

An understanding of the UEB code and Duxbury software.

A high level of competency using Indesign, Photoshop, Illustrator, ABBY FineReader and Microsoft Office on a PC platform.

### Personal Attributes

**Good member of a team.**

Well-developed communication skills.

**Focus on outcomes.**

Proactive and hard working.

**Value diversity.**

Collaborative and consultative

### Challenges

**Types of challenges**

**How the position deals with them**

Competing priorities

Collaboration, cooperation, communication, and organisation.

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**Educational Services**

![Educational Services Diagram]

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**October 2013**
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