

Position Description

Design and Publications Specialist

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About Curriculum and Learning

The Curriculum and Learning Division is responsible for supporting educators within the public education system to provide the best learning possible to our children and young people. Driving its work is the Strategy for Public Education and the achievement of our ambitions for our learners. The Division has responsibility for all curriculum and learning initiatives, policies, and programmes and has recently undergone a functional design process resulting in the establishment of six directorates, four of which are new to the division.

The directorates are:

- Aboriginal Education
- Curriculum
- Curriculum Strategy and Planning
- Connections and Engagement
- Early Years Curriculum and Learning
- Learning and Teaching

The **Curriculum Connections and Engagement** directorate drives collaborative engagement with all system leaders and external partners, supporting the integrated delivery of key projects, events, and communications for transformative impact.

About this role

The Design and Publications Specialist is a senior specialist role within Digital Publications team, responsible for the design, development and continuous improvement of high-quality educational resources across print, online and digital learning environments.

Working under broad direction, the Specialist provides expert advice and specialist services in publication design, accessibility-focused publishing, visual communication and digital publishing practices. The Design and Publications Specialist ensures that resources and publications are visually effective, accessible, technically compliant and aligned with departmental publishing standards and delivery requirements.

The Specialist works collaboratively with stakeholders, publishing team members and external providers to deliver complex publication outcomes leading and managing publication projects by overseeing workflows, timelines, and resource allocation to ensure the successful and timely delivery of high-quality educational resources and contributing to the ongoing improvement of publishing standards and delivery requirements.

Position title	Design and Publications Specialist
Classification	AS06
Division	Curriculum and Learning
Directorate	Curriculum Connections and Engagement
Location	Milner Street, Hindmarsh SA 5007
Reports to	Senior Project Manager, Digital Publications Curriculum Connections and Engagement
Direct reports	Nil
Role description date	May 2026

What you will do (key outcomes)

1. Deliver high-quality publication design and digital publishing solutions for the development, production and continuous improvement of educational resources across print, online, Learning Management Systems (LMS) and other digital learning platforms, in alignment with departmental standards.
2. Design and develop complex publication layouts, visual communication materials and digital assets, including infographics, iconography and vector illustrations, to enhance accessibility, usability and audience engagement, in accordance with departmental best practices.
3. Ensure all publication materials are designed in compliance with the departmental visual style guide, accessibility and publication standards, and are technically suitable for a diverse audience and delivery platforms.
4. Provide specialist advice on publication design, accessibility, visual communication and digital publishing approaches to support effective planning and delivery of educational resources.
5. Review and contribute to the continuous improvement of publishing standards, outputs, workflows,

systems, and practices, identifying and recommending enhancements to strengthen quality, consistency, accessibility, and efficiency across the division.

6. Effectively manage multiple, concurrent publication projects and competing priorities, responding to evolving requirements and significant production workloads while maintaining high-quality delivery and meeting deadlines under broad direction.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Publication design and visual communication expertise:** Advanced expertise in publication design, typography, visual hierarchy and digital publishing practices, including the ability to translate complex information into clear, accessible and audience-focused print and digital resources.
- **Accessibility and inclusive design practice:** Demonstrated strong understanding of accessibility requirements (including Web Content Accessibility Guidelines (WCAG) principles) and embed inclusive design practices across publications. Experience developing multimedia assets, creating vector illustrations or iconography, and undertaking basic copy editing within digital publishing environments is highly regarded.
- **Technical capability:** Proven expertise in using industry-standard design and publishing tools (such as Adobe InDesign, Illustrator, Photoshop or similar) and processes, with the ability to deliver publication-ready outputs for print, digital and learning management system environments.
- **Specialist advice and problem-solving capability:** Demonstrated ability to provide advice, exercise sound professional judgement and resolve complex publishing, design and accessibility issues in dynamic project environments.
- **Stakeholder engagement and Project Delivery:** Highly developed skills in collaborating with stakeholders, subject matter experts and external vendors to coordinate multiple complex deliverables, manage competing priorities and ensure timely, high-quality publication outcomes.
- **Quality assurance and continuous improvement:** Strong quality assurance mindset, with the ability to identify, recommend and implement improvements to publishing systems, workflows and standards, ensuring consistency, quality and efficiency.

Who you will work with (key relationships)	Qualifications
Direct working relationships: Senior Project Manager, Digital Publications Curriculum Connections and Engagement Internal Working Relationships • Director Curriculum Connections and Engagement. • Assistant Director Online Curriculum and Learning. • Leader Programs and Branding Curriculum Connections and Engagement. • Publishing Team Curriculum Connections and Engagement. External Working Relationships • Learning Area Associations: Subject-specific professional organisations. • Communications Directorate – Senior leader and staff: The central department division responsible for internal and external strategic messaging. • Online Communications – Senior leaders and staff.	Essential: Nil Desirable: Relevant qualification in digital media, graphic design, visual communication, publication design or related discipline.

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Valentina Lopez, People & Culture Advisor		Approved by: Matt Jessett Director, Curriculum Connections & Engagement	
Date: May , 2026		Date: May, 2026	