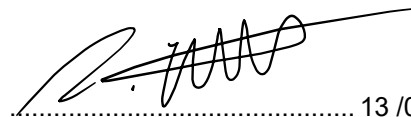


Job and Person Specification

Title of Role:	Videographer	Remuneration Level:	ASO5
Section:	Communications	Type of Appointment:	Term (2 years)
Business Unit:	SafeWork SA	Position Number:	P69675

Job and Person Specification Approval


..... 13 /08/2026

DELEGATE

SafeWork SA

SafeWork SA (SWSA) is responsible for providing work, health and safety, public safety and state-based industrial relations services across South Australia. As a regulator, Investigators and Inspectors ensure work, health and safety, and public safety standards are met, and appropriate action is taken when breaches of laws are detected.

SafeWork SA Values

- Professionalism
- Respect
- Integrity
- Service

Primary Purpose

The Videographer is responsible for the development, coordination and delivery of high-quality video and multimedia content to support SafeWork SA's operational, strategic and engagement objectives.

The role undertakes end-to-end production of digital content, including concept development, scripting, filming and editing. Working under limited direction, the Videographer translates a range of regulatory, safety and organisational information into clear, accessible and engaging visual products for internal and external audiences across digital platforms, including websites, social media and training environments.

Reporting Relationships

Reports to the Team Leader, Communications



Key Relationships/Interactions

- Communications team
- SafeWork SA Executive
- SafeWork SA Managers and Team Leaders
- SafeWork SA employees
- Attorney Generals Department
- Ministerial Offices (media)
- Various stakeholders, including industry associations, unions and worker representatives.
- Department of Premier and Cabinet's Government Communications Unit
- Suppliers, including, graphic designers, media production agencies and communications support services.
- Other government agencies and statutory authorities (state and national)

Key Challenges

- Effectively managing multiple competing priorities in a fast-paced environment.
- Consistently exercising sound judgement and decision-making.
- Maintaining a high standard of quality and accuracy in all work.

Special Employment Conditions

- Engagement in this role is subject to a satisfactory Department of Human Services General Employment Probity Check. A renewal will be required every three years.
- Engagement in this role is subject to a satisfactory police clearance.
- Out of hours work may be required.
- Some intra/interstate travel may be required.
- A current driver's licence is required.

AGD Conditions

- Participation in bi-annual Performance Management Program.
- Actively participate in all mandatory training requirements.
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.



Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include,

- Flexitime
- Part time
- Job Sharing
- Compressed Hours
- Work from home or telework arrangements.
- Remote working arrangements

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Videographer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/ Measurement
Video production and content delivery	- Develop, coordinate and deliver end-to-end video production, including concept development, scripting, filming, editing and publishing. - Produce video content for websites, social media (including short form/reels), internal communications and training materials. - Ensure all content aligns with SafeWork SA branding, accessibility and communications standards. - Where required, use a stills camera to produce engaging imagery.	- Video content is high quality, engaging and meets communications objectives. - Scripts and graphics are accurate. - Outputs are delivered within agreed timeframes. - Content meets organisational standards and guidelines.
Storytelling and content translation	- Translate a range of policy, regulatory and safety information of some complexity into engaging visual formats for diverse audiences. - Contribute creative ideas and approaches to enhance audience engagement and understanding.	- Content is clear, accurate and accessible. - Stakeholder feedback is positive. - Increased engagement with digital content.
Pre-production, production and post-production	- Plan and prepare productions including briefing, scripting, storyboarding and logistics. - Operate video, audio and lighting equipment in a range of environments.	- Productions are well planned, within budget and efficiently executed. - Technical quality of video and audio meets professional standards.



	Edit and produce video content using Adobe Creative Suite, including graphics.	Post-production outputs are polished and fit-for-purpose.
Digital and AI enabled content	Develop video content using digital tools and emerging technologies, including simple animations and AI platforms (e.g Synthesia), for scalable and accessible content delivery.	- Content is optimised for platform requirements. - Innovative approaches enhance productivity and research.
Stakeholder engagement and collaboration	- Liaise with internal and external clients, and subject matter experts to ensure accuracy of messaging and information. - Provide expert advice on video production. - Establish and maintain strong working relationships.	- Effective collaboration with SafeWork SA business units and external stakeholders. - Effective working relationships are maintained.
Planning and workflow management	- Manage competing priorities, workflows and deadlines across multiple projects. - Build and maintain video assets, templates and content libraries.	- Work is prioritised effectively. - Deadlines are consistently met. - Content is organised and accessible.
Continuous improvement	- Identify, analyse, provide recommendations and implement improvements to video production processes and workflows. - Maintain awareness of emerging trends, tools and technologies. - Contribute to Communications team planning and project delivery. - Any other tasks as directed.	- Continuous improvement opportunities are identified and implemented. - Production processes are efficient and up to date. - Demonstrated involvement with Communications team planning and delivery.
Contribute to Culture	- Actively participate and contribute to responsible and safe work practices. - Embrace diversity and cultural differences in the workplace. - Contributing to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation	- Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered. - Respectful behaviour observed when faced with diversity/differences in opinion. - Individual differences are encouraged and accommodated in the workplace.



Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	• Demonstrated experience in end-to-end video production, including scripting, filming and editing. • Contemporary knowledge of, and proven proficiency in, Adobe Creative Suite, particularly Premiere Pro, After Effects and Photoshop. • Demonstrated experience translating diverse information of some complexity into clear, accessible and engaging multimedia content for digital platforms, including websites and social media. . • Demonstrated experience operating video, audio and lighting equipment and a stills camera across a range of environments. • Demonstrated knowledge of contemporary video production for digital platforms, including websites and social media, their use in a marketing context, and of agency program activities and related government policy. • Proven ability to work under pressure, manage competing priorities, meet deadlines, delivery quality outcomes and contribute to achieving team goals. • Demonstrated ability to work both independently and in a team environment, under limited direction, exercise judgement and delegated authority in selecting videography methods and techniques based on sound judgement. . • Well-developed interpersonal and communication skills, with the ability to build and maintain strong working relationships with stakeholders. • Demonstrated initiative, problem-solving ability and attention to detail. • Exceptional scripting, editing and proofreading skills including experience in writing content for different target audiences. • Demonstrates a flexible outlook and approach showing drive and creative thinking.
Technical Expertise (Desirable)	• Tertiary qualifications in media, film production, communications, related discipline or significant industry experience would be highly desirable. • Knowledge of accessibility and usability principles for digital content. • Experience producing training, instructional or workplace safety-related video content. • Experience working in a government or regulatory environment. • Skills in photography, animation or motion graphics.



Behavioural Capabilities

The Performance Matrix describes the behaviours expected of SWSA employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
Understands the Strategic Direction (Foundational)	- Knows how own work contributes to goals and plans Recognises how own work impacts on others - Identifies risks within own work practices Contributes to business planning Is flexible to changing priorities - Is open to change and new approaches
Achieves and Monitors Own Results (Operational)	- Sets and communicates clear expectations around quality of work and timeframes - Monitors progress towards achieving outcomes Takes responsibility for the delivery of quality and timely results - Critically evaluates issues and ensures solutions are practical and achievable Prioritises workload effectively and negotiates deadlines where appropriate - Measures performance and acts on opportunities for continuous improvement
Contributes to Service Delivery Excellence (Foundational)	- Shares awareness of potential problems and opportunities - Shares capability and expertise to achieve outcomes Delivers high quality internal and external customer service - Accesses appropriate resources to achieve outcomes. - Participates in a culture of financial responsibility, accountability and awareness - Adheres to performance requirements to achieve work outcomes. - Effectively manages their own performance positively contributing to team performance - Provides clear, honest and timely feedback to others - Seeks guidance/advice from others where necessary
Maintains Working Relationships (Foundational)	- Seeks ways to resolve conflict and escalates when appropriate - Actively seeks relevant information and views from others - Develops effective working relationships - Shares information and knowledge seeking approval where necessary Is aware of the situation and audience in work environment Works cooperatively with others to achieve work outcomes - Listens attentively and communicates clearly
Demonstrates Personal Drive and Professionalism (Foundational)	- Contributes to a culture of respect and high ethical standards - Respects diversity - Appropriately expresses own views and is respectful of the views of others - Identifies risks and takes appropriate action Maintains strict confidentiality of information - Remains positive and recovers quickly from setbacks - Accepts change constructively - Pro-actively seeks to develop skills and knowledge Receptive to feedback and uses to improve performance - Looks after own wellbeing and raises concerns where necessary

Acknowledged by
occupant

..... / /
(Print name) (Signature)

Acknowledged by
line manager

..... / /
(Print name) (Signature & title)

