

**VicSRC Digital Project Manager**

**Hours:** 0.8 FTE (30.4 hours per week)

**Location:** NorthMelbourne

The Digital Project Manager is a key part of VicSRC’s small but effective management team and manages the strategic direction, implementation and content of all our digital products including VicSRC websites and online learning suite. The position also oversees VicSRC digital communications to ensure consistent branding and alignment with our strategic plan.

A key component of this role is using a human-centred design approach to improve and develop online experiences for our various stakeholders. It is expected that the Digital Project Manager will take ownership of VicSRC's digital assets and be able to advise and lead future development.

**Key responsibilities**

1. Manage the ongoing design and build of the new VicSRC website in collaboration with the VicSRC staff team.
2. Conduct regular maintenance on VicSRC's website and hosting environments and ensure relevant software is up to date
3. Ensure VicSRC websites and digital projects are aligned with data collection and security standards, including developing and updating internal privacy policies as required.
4. Manage the digital aspects of VicSRC’s online learning suite in collaboration with the Programs and Events Manager
   * Build online courses in collaboration with Programs and Events Manager
   * Design and customise the platform to be consistent with VicSRC branding
   * Configure Thinkific platform to meet VicSRC’s needs
   * Integrate Thinkific with VicSRC’s existing platforms and technology
   * Design learning experiences that adhere to UX and accessability best practice
   * Provide technical support as required
5. Conduct user-centred activities such as;

* requirement gathering exercise
* user testing and,
* co-design activities.

1. Develop and maintain technical documentation
2. Train and support staff to use software
3. Contribute to and participate in VicSRC meetings and events as required.
4. Maintain strong working relationships with the VicSRC Student Executive, VicSRC Members, and Department of Education and Training and other key stakeholders as appropriate.

You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

**Reporting**

This role reports to the VicSRC Executive Officer. This role has no direct reports.