

## ADVERTISING - COPY AND CONTENT WRITER

Field of work – Artistic/Creative

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### JOB DESCRIPTION

Copy and content writers often have a range of responsibilities and clients. They may be central to the success of company, organisation or government projects which seek to influence people through messages which are creative, relevant, culturally sensitive, 'edgy' and delivered [using digital technologies](#).

### DUTIES AND TASKS

- Use [digital skills to create](#) and deliver copy and content
- Write for any medium, whether it's social copy, a video script, magazine content
- Build rapport with clients to develop story ideas relevant to specific audiences
- Proactively research trends and build knowledge of keywords and stories which drives engagement
- Work closely and collaboratively with the creative director, design team, & client service
- Ideate multiple concepts and creative solutions for a given brief
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### PERSONAL REQUIREMENTS

- Ability to learn and use emerging [technologies and digital platforms](#)
- Good communication skills
- Able to build rapport with clients using a variety of [online, digital and social media platforms](#)
- Eye for detail: proofreading, editing, capture inconsistencies and errors
- Can multi-task, work quickly, and manage time effectively
- Liaise with clients to develop story ideas and manage deadlines.

## LABORATORY TECHNICIAN - SEXING TECHNOLOGIST-LIVESTOCK INDUSTRIES

Field of work – Science

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### JOB DESCRIPTION

Sexing technologists' process animal semen to produce gender selected fresh and frozen product of sexed semen for livestock industries. These roles require laboratory technicians to have **digital and computer capability** to operate and control **scientific equipment** such as Mo-Flow Cytometers. Other job components include processing, freezing and applying quality control standards to animal semen and communicating laboratory progress and outcomes in a range of digital and social media.

### DUTIES AND TASKS

- Work safely and effectively in a science laboratory environment
- Use chemical and biological handling skills to undertake laboratory work
- Use understanding of cryopreservation techniques in daily laboratory work
- **Use digital and computer technology** to record and store data and results
- Use a range of **digital platforms** to effectively communicate new discoveries and scientific results
- Report scientific findings using digital platforms

### PERSONAL REQUIREMENTS

- Bachelor of Science degree
- Aptitude to learn **new digital and computer technologies**
- Demonstrate effective communication skills to liaise and engage with stakeholders
- Able to work autonomously
- Prepared to work night shifts, overtime and rostered weekends
- Full drivers licence and reliable mode of transport
- Capable of lifting weights up to 15 kgs in a safe and effective manner

# DIGITAL IN EVERY JOB

## PLUMBER

Field of work – Trade / Practical

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### JOB DESCRIPTION

Plumbers lay out, install, test and maintain pipes, fixtures, metal roofing, fittings, gas meters and regulators. They can be employed by a company or self-employed.

### DUTIES AND TASKS

Plumbers may perform the following tasks:

- Prepare and/or study plans and specifications sent [electronically](#) (or in hard copy) to determine the layout of plumbing systems and materials needed
- [Download an app](#) which details the job address, the equipment and tools required
- Complete and upload a work order using a [digital device](#)
- Upload photos of completed jobs using a [digital device](#) or [an app](#)
- Communicate with clients, employers and other tradespeople using a [digital device](#)
- Find and mark positions for connections, measure pipes and mark cutting or bending lines, then cut holes through walls and floors to accommodate pipes
- Cut, thread and bend pipes, assemble and install piping, valves and fittings, and join pipe sections and secure pipes
- Weld and braze pipework (steel, copper, plastic and stainless steel)
- System testing and commissioning
- Maintain and repair plumbing systems.

### PERSONAL REQUIREMENTS

- Enjoy practical work
- Good hand-eye coordination
- Able to work independently
- Able to work at heights and in various weather conditions
- Able to cope with the physical demands of the job
- Good interpersonal skills
- Good mobility
- [Able to learn and use new technology](#) required for communication about work

## PROJECT OFFICER – NOT FOR PROFIT

Field of work – People / Social

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### JOB DESCRIPTION

Project officers in *the Not for Project* (NFP) sector may come from a range of educational backgrounds including social work, humanities, international relations and trade, women's studies, marketing, or specific expertise such as in health or engineering for example. Project Officer roles have a wide range of functions including connecting with stakeholders, overseeing communications and marketing, fundraising, organising meetings, accountability for reaching key project milestones and reporting to senior managers. A project officer uses a range of [digital skills](#) to organise project work and communicate project progress via [social media](#) including facebook, Instagram and other mediums. They may also be responsible for update the [project web pages](#).

### DUTIES AND TASKS

- Develop project plans and goals using project management [software](#)
- Communicate and liaise with stakeholders using a range of [digital mediums](#)
- Organise and lead [digitally](#) supported on-location or virtual stakeholder meetings
- Make available project updates on using designated [digital platforms](#)
- Report to senior managers.

### PERSONAL REQUIREMENTS

- Deep and enduring commitment to working in the not-for-profit sector
- Knowledge of theories of development such as modernisation, dependency, globalisation
- High level skills in communication and stakeholder management
- Able to manage own time and the time of others to ensure deadlines are met
- Able to work autonomously and as part of an international team
- Committed to lifelong learning and mastery of [new technologies and digital skills](#)

## REAL ESTATE AGENT

Field of work – Enterprising

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### JOB DESCRIPTION

Real estate salespeople arrange the sale of land, residential properties (such as houses and flats), businesses, factories, shops and farms on behalf of the owners. Real estate salespeople often work irregular hours, including weekends. This occupation involves a great deal of contact with the public and with associated professionals, such as builders, valuers, solicitors, conveyancers, and banking and local government personnel. Real Estate work involves person-to-person or [digital exchange](#) of shared documents and uploading information onto [digital platforms](#), and [social media](#) to promote sales.

### DUTIES AND TASKS

Real estate salespeople may perform the following tasks:

- Discuss the method of sale, presentation of the property, costs and inspection times with vendors (sellers)
- Estimate the current market price and suggest a reserve or minimum selling price by preparing a Comparative Market Analysis (CMA)
- List details of land or buildings for sale and arrange the advertising of properties
- Assess buyers' needs and locate properties for their consideration
- Take prospective buyers to inspect properties
- Advise on merits of properties and the terms of sale
- Upload and exchange legal agreements between vendors and buyers using [digital platforms](#) and in-house [software systems](#)

### PERSONAL REQUIREMENTS

- Good communication and negotiation skills
- Good presentation and a pleasant manner
- Able to network effectively
- Able to work without direct supervision
- Strong sales focus
- Good organisational skills and attention to detail
- Good working knowledge of the local area
- High level [computer and digital skills](#)

## RECORDS OFFICER

### Field of work – Detail

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#### JOB DESCRIPTION

Records officers are responsible for the creation, storage, retrieval and disposal of all recorded information about an organisation's activities. Information can come in many formats such as [digital](#), photographic, film or paper. The use of [digital technologies](#) for information storage and retrieval is standard practice in most organisations including government information storage such as birth and death records, land data records and across companies including private health and pathology services, genetic companies and others. Such organisations and companies have sophisticated [software and digital platforms](#) which are used to retain, track and retrieve data and information.

#### DUTIES AND TASKS

Records officers may perform the following tasks:

- Use [digital technologies and platforms](#) for information storage and retrieval
- [Create and maintain databases](#) for the control and retrieval of information
- Provide support to meet regulatory, accountability and transparency requirements of organisations
- Interpret freedom of information, archives and records and privacy legislation as it governs access to organisation information.

#### PERSONAL REQUIREMENTS

- Aptitude for working with new technology and [digital information storage systems](#)
- Good planning and organisational skills
- Good problem-solving skills
- Attention to detail
- Willing to learn and adopt [new technologies](#) to advance information storage and retrieval