# Position Description: Accessible Format Producer(STEM)

Vision Australia, supporting people who are blind or have low vision to live the life they choose.

## Purpose of Position

The key purpose of the Accessible Format Producer is to transcribe a wide range of print and graphic materials in braille, tactual graphics, large print, audio and electronic formats for use by people with a print disability from a variety of client groups. All materials are produced according to policies and timeframes set by Vision Australia, and to recognised external standards.

## Context

Vision Australia is a national not-for-profit organisation providing services for people who are blind or have low vision. Within the Accessible Information Solutions business unit, Alternate Format Production facilitates conversion of electronic or hardcopy print information to a usable format of choice for users who cannot read the standard printed word.

The development and increasing use of formats such as ePub in the mainstream publishing world means that Vision Australia needs to gain new capabilities in digital conversion techniques. New processes need to be designed and the potential of automated systems explored.

Conversion inputs come from a wide range of sources including recreational, educational and informational items for various customer segments including people with a print disability, internal Vision Australia departments, educational institutions, commercial entities and government departments.

## Principal Responsibilities

* Transcribe and re-format electronic and written material into a range of accessible formats including braille, large print, tactile diagrams, xml/html, ePub, accessible PDF, DAISY and electronic format using appropriate software and design techniques.
* Ensure all work is produced and completed within agreed timeframes
* Ensure that all aspects of production achieve a high standard for clients, and meet all standards/key performance indicators set by Vision Australia
* Interpret and transcribe visual/graphical material into tactual graphics and/or detailed descriptions using appropriate software and/or other means
* Acquire and maintain proficiency in braille and specialised accessible formats as required
* Acquire and maintain proficiency in the use of software packages and specialised equipment to produce the output needs of clients
* Undertake consultation activities directly to a wide range of clients, including individuals and corporate entities, providing recommendations on accessible format design and assessment of print materials.
* Continuously learn and develop capability, with an emphasis on self-motivated development, to meet current and future business needs, especially emerging publishing formats such as ePub.
* Maintain a knowledge of commercial publishing standards and tools in order to be able to manage and reformat those as per the role.
* Actively take part in Vision Australia’s Quality Management System through continuous improvement activities, and preventative/corrective action systems.
* Integrate Vision Australia’s values into daily behaviour to guide interactions with colleagues and govern working with clients.
* Participate in national and international workgroups related to standards development and alternative format production as it relates to the role.

Standard organisational responsibilities;

* Other duties as required by the Manager.
* Assist with maintaining a high standard of safety at Vision Australia by following all safety procedures at all times and acting safely, not putting yourself or other people at risk by your actions or omissions. Ensure that all work performed is in accordance with Vision Australia policies & procedures.

## Key Performance Indicators

Key performance indicators will be clearly defined through the performance planning process.

## Essential Job Competencies

* Tertiary level qualification in a relevant field would be highly regarded.
* Qualifications in computer programming languages, such C++ and Java.
* Experience working with diverse commercial publishing file formats such as ePub 3.
* Experience with XML/HTML based coding to be able to create, edit and publish documents in these standards from which multiple formats can be derived.
* Experience with graphics and vector based software
* Experience with OCR applications
* Experience with MS Office applications and Adobe Acrobat
* An understanding of accessible formats such as UEB and DAISY is desirable
* A good understanding of the structural components of documents and images.
* Strong analytical skills with the ability to understand written material and to interpret descriptions of visual and/or graphical material of a technical or specialist nature
* Good skills in reading and English language comprehension
* Excellent interpersonal skills.
* Well-developed problem solving and negotiation skills.
* Excellent organising skills.
* Self-management using personal work practices that are efficient and effective to ensure client needs and work deadlines are met.
* Ability to be flexible, adaptive and work as part of a highly-effective team in line with the principles, goals and mission of the organisation.

## Vision Australia environment

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check and if relevant, a Working with Children Check or QLD Blue Card or Vulnerable Persons (ACT) check.

## Role Scope

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| **Reports to:** | Production Manager |
| Direct Report Staff:  | 0 |
| In-Direct Report Staff:  | 0 |

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.

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