# Position Description: Transcriber/Proofreader (STEM)

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

## Purpose of Position

The Proofreader, as a member of the Transcription Team, is responsible for proofreading a wide range of print and graphical materials in Braille 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 print information to an accessible format of choice for users. Audio or Transcription based products and services deliver a broad range of solutions to meet the information needs of people who experience a print disability.

This is a specialist Braille Proofreading role. Working with standard text and STEM material.

## Principle Responsibilities

* Demonstrate a clear understanding of all aspects of alternate format production as they relate to services provided by Vision Australia
* With a sighted copyholder, proofread Braille using appropriate software
* Correct errors in braille material ensuring that the braille is an exact copy of the original text and adheres to all standards/key performance indicators set by Vision Australia
* Ensure that all aspects of production achieve a high standard for clients, and meet all standards/key performance indicators set by Vision Australia
* Ensure all work is produced and completed within agreed timeframes
* Interpret tactual graphics and/or detailed descriptions
* Acquire and maintain proficiency in braille and specialised accessible formats as required
* Acquire and maintain proficiency in the use of software packages to produce the output needs of clients
* 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

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.
* Advance working knowledge of Unified English Braille
* Advance skills in reading and interpreting tactual graphics
* Working knowledge of computers and adaptive software/hardware including but not limited to:
* JAWS for Windows
* Duxbury Braille Translator
* Refreshable Braille Displays
* Experience with MS Word, MS Outlook and Windows Explorer
* Basic data entry skills and attention to detail
* Good skills in reading and English language comprehension
* Intermediate interpersonal skills
* Intermediate 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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