

<b>Position Number</b>	P0013
<b>Position Title</b>	OER Grant Projects Officer
<b>Reports to</b>	Chief Executive Officer
<b>Number of positions that report to this position</b>	0
<b>Date approved</b>	2 October 2025
<b>Approved by</b>	Chief Executive Officer

## **POSITION DESCRIPTION – OER Grant Projects Officer**

### **PURPOSE STATEMENT**

The **OER Grant Projects Officer** will play a key role in supporting the completion and publication of a defined set of OER projects currently underway as part of the Open Educational Resources (OER) Collective. This 0.2 FTE contract role is focused on ensuring successful delivery of grant-funded outputs and supporting participating institutions through to the end of 2026.

This role includes project and grants administration, technical troubleshooting, quality assurance, and stakeholder support. It also involves contributing to the transition of the OER Collective catalogue to a new service provider, ensuring a smooth handover and continuity of access to published resources.

The role is offered 0.2 FTE (1 day per week).

National and/or international travel may be required.

### **KEY ACCOUNTABILITIES**

#### **Grants Administration**

- Administer existing project grants, including the receipt and review of invoices before processing by Accounts
- Track milestones and deliverables for each grant-funded project
- Maintain accurate records and documentation

#### **Publishing Support & Quality Assurance**

- Conduct quality assurance (QA) checks on draft and final versions of OER
- Provide advice and support to authors and institutional project teams
- Perform Pressbooks Platform Network Administrator duties, including making OER publicly visible in the OER Collective catalogue and Pressbooks Directory

- Manage the LibGuides other publishing support assets related to the OER Collective

#### Technical Support & Liaison

- Troubleshoot technical issues related to the Pressbooks platform
- Liaise with Pressbooks Premium support to resolve technical queries

#### Project Promotion

- Promote completed OER through appropriate channels
- Support institutions in promoting their published works

#### Impact Reporting

- Collect and report on usage, engagement, and impact data for published projects
- Contribute to end-of-project reporting and analysis

#### Catalogue Transition Support

- Assist in the transition of the OER Collective catalogue to a new service provider
- Ensure accurate migration of metadata and accessibility of published and unpublished resources
- Support communication with stakeholders during the transition period

#### SELECTION CRITERIA

- Tertiary qualification in a relevant discipline such as library and information practice or teaching and learning.
- Knowledge of open educational resources, including copyright and Creative Commons licences.
- Experience with digital publishing tools, such as Pressbooks, WordPress and LibGuides and a conversance with analytics tools including Koko Analytics and Google Analytics.
- Strong interpersonal skills and excellent written communication skills and demonstrable experience of producing high level reports, presentations, and a range of promotional materials.
- High level initiative, judgement, and the ability to prioritise workload and meet deadlines in a fast-paced working environment.
- Outstanding organisational skills, including attention to detail, time management, the ability to predict needs and being comfortable with managing multiple projects and processes at once.
- Ability to work productively and independently as part of a distributed virtual team, contribute to positive team culture and reflect the values of CAUL.