Faculty of Science
Australian Mathematical Sciences Institute

Web Developer and Data Analytics Officer

POSITION NO 0044412
CLASSIFICATION PCS 6
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full-time
BASIS OF EMPLOYMENT Fixed-Term to 31 December 2020
OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
**Position Summary**

AMSI represents the mathematical sciences nationwide and has a significant and growing online presence. The Web Developer and Data Analytics Officer will be involved in developing and managing AMSI’s websites, supporting digital marketing activities and analysing user interaction data as part of the Marketing and Communications team. The incumbent will be engaged in managing, analysing and reporting user interaction data for business intelligence, informing user experience design and marketing and communication activities. Key tasks include optimising website performance to achieve a better return-on-investment for AMSI web properties and advising on IT policy and risk minimisation.

1. **Key Responsibilities**

1.1 **WEB DEVELOPMENT**

- Scope, plan and develop new web projects and online tools to support AMSI’s activities working with PHP, Python, JavaScript, CSS and MySQL.
- Translation of designer mock-ups and wireframes into front-end code.
- Monitor, update and extend existing websites and implement usability best practices across AMSI websites to improve user-experience.
- Develop integration between AMSI’s web content management system and the customer relationship management system.
- Maintain knowledge of current usability and user experience best practise.

1.2 **WEBSITE MANAGEMENT**

- Perform regular maintenance on AMSI websites, including but not limited to; updating plugins, malware scans and schedule backups. Implement updates to the website content management system in accordance with new functionality requirements and as required by any security bulletins.
- Database administration and management of a hosting environment.
- Respond to staff requests for website assistance in a timely manner.
- Monitor webserver storage requirements and manage backup retention and availability.
- Respond to any website outages, liaising with the 3rd party hosting company and ITS to identify and solve elementary or recurring system or network problems.

1.3 **DATA MANAGEMENT, ANALYSIS AND REPORTING**

- Manage the collection, availability, security, privacy and archiving of user interaction data generated from AMSI’s websites and email marketing.
- Routinely analyse web traffic and user interaction data to identify trends, content and functionality gaps, website performance, audience response and opportunities for advertising and cross promotions of AMSI content and activities across AMSI’s websites.
- Provide periodic reports to AMSI management and AMSI program areas that identify and demonstrate audience reach and performance.
1.4 PLANNING AND ADVICE

- Working with the marketing and communication team, contribute in the planning of web projects and digital marketing campaigns by providing advice on implementation.
- Provide evidence based recommendations on web strategy, improvements to website performance and where content and functionality gaps can be improved to meet program objectives.
- In consultation with the Multimedia Manager, advise senior management and staff on risks associated with AMSI’s web presence and advise on the resource implications of maintaining future web development projects.
- Provide advice to senior management on IT related policy.
- Custodian of AMSI’s policy on websites. Responsible for sign-off on new web plans, changes and updates.

1.5 I.T MANAGEMENT AND SCOPING

- Scope IT requirements for new staff in consultation with AMSI’s program managers.
- Assist staff with additional or specialised workstations requirements.
- Assist staff in operating AMSI’s video conferencing facility and liaise with 3rd party software providers and the Learning Spaces team for ongoing support of the conferencing facility.
- Liaise with central IT, on staffshare user permissions and asset registers for AMSI IT equipment.
- Manage relationships and service provision with external providers for web hosting, email hosting, domain name registration and DNS services.
- Maintain a current knowledge of technical developments within the IT industry.

1.6 OTHER DUTIES

- Occupational Health and Safety (OHS) responsibilities as outlined in Section 5.
- Other administrative support as needed.

2. Selection Criteria

2.1 ESSENTIAL

- Completion of a Computer Science degree with a Masters or Honours or relevant tertiary degree with 2-3-years relevant experience or equivalent.
- Well-developed skills in written and verbal communication and proven ability to clearly report complex information and ideas in a succinct and concise way for a broad audience of stakeholders.
- Sound organisational, analytical and problem-solving skills including the ability to prioritise and manage competing work demands.
- Competent programming skills using PHP, Python, JavaScript, CSS and HTML.
Demonstrated practical knowledge of web content management systems (CMS) including application of template designs.

- Ability to work collaboratively, positively and flexibly both in a team and independently, completing a variety of tasks and adapting to changing priorities.

- Commitment to continuous improvement and experience identifying and implementing web content and development solutions.

- Proven knowledge and experience in web optimisation, and optimising content and website structures.

- Familiarity with the full software development cycle.

- Highly developed interpersonal skills and a demonstrated ability to respond staff to requests for technical support in a timely manner.

2.2 DESIRABLE

- Experience with integration between web CMS and CRM systems.

- Experience with WordPress development at a professional level.

- Experience with scoping large web projects.

- Experience liaising with digital marketing teams

- Experience scoping IT hardware requirements.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position reports to the Multimedia Manager. The incumbent has direct responsibility for the availability and functionality and currency of AMSI websites. The Web Developer will liaise closely with the Marketing and Communications team and provide input on strategy and planning related to the implementation of websites and digital marketing campaigns.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to use creative thinking and initiative to find solutions to issues related to web site functionality. The incumbent will, in conjunction with the Multimedia Manager, provide strategic advice and support to assist program delivery through the institute’s websites and in implementing specific changes to existing databases. The incumbent will also work closely with the Multimedia Manager to advise AMSI staff on the resource implications of any new web development projects.

3.3 RESOURCE MANAGEMENT

The Web Developer will be required to have efficient time management, organisational and problem-solving skills are essential, as is the ability to handle varying workloads. The incumbent is responsible for estimating the time required to complete web development and analytics related tasks and advising the Multimedia Manager of the feasibility of project timelines.
3.4 BREADTH OF THE POSITION

The position requires short and long term planning skills and the capacity to deliver sound technical advice to ensure to the best available information that the technology developed and implemented by AMSI will be manageable, scalable to meet anticipated future needs and be upgradeable.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:
http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 AUSTRALIAN MATHEMATICAL SCIENCES INSTITUTE (AMSI)

www.amsi.org.au

AMSI is a joint venture partnership of 12 universities with membership made up of an additional 18 universities, 5 Government agencies and 5 mathematical and statistical societies. The University of Melbourne is the lead agent the joint venture.
AMSI was established in November 2002 with initial funding of $1M from the Victorian Government's Science, Technology and Innovation Infrastructure grants program and matching funds from a member consortium of Australian universities and other mathematical organisations.

AMSI's mission is the radical improvement of mathematical sciences capacity and capability in the Australian community.

Since its inception AMSI has developed as a nationally and internationally recognised centre for the mathematical sciences with achievements ranging across:

- Representation of its and the wider mathematical community in communicating the strengths, importance and vital benefits of mathematics and statistics to journalists, university administrators, politicians, public servants and industrialists;
- Significant participation in and support of high-level submissions to governments;
- Successful organisation of wide-ranging industry-linked activities;
- Enhancement of the national level of competency in school mathematics through provision of well researched, well researched, well written mathematics textbooks and teacher resource materials, teacher professional development and electronic teaching aids;
- On-going provision of activities at higher education level including postgraduate and specialist courses and workshops.

The Australian Mathematical Sciences Institute (AMSI) is located at the University of Melbourne and is a departmental unit in the Faculty of Science. It is situated at Building 161 on the university’s main campus in Parkville.

6.2 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 55,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than $315 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.
We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,400 undergraduate and 2,000 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately $80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately $78 million. The annual income from the endowment supports more than 250 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne’s strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. http://about.unimelb.edu.au/strategy-and-leadership

The University is at the forefront of Australia’s changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
The University’s global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University’s research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

http://research.unimelb.edu.au/our-research/research-at-melbourne

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- **Understanding our place and purpose** – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

- **Fostering health and wellbeing** – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- **Supporting sustainability and resilience** – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 **GOVERNANCE**

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/governance