POSITION DESCRIPTION

Position Title: Assistant Web Developer
Organisation Unit: Information Technology Services
Position Number: 3027655
Type of Employment: Continuing, full-time
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Division of Information Technology Services (ITS) at The University of Queensland provides an information environment that supports the teaching, learning, research and engagement objectives of the University and contributes positively to the student experience and the University’s reputation, in line with our values of Service, Team, Accountability and Results. It delivers network, systems and IT infrastructure support to the University, and application development. Also located within ITS is the internationally recognised network security group, AusCERT, which provides Internet security services throughout Australia and New Zealand. ITS manages core networks not only for the whole of The University of Queensland but also works with other Queensland universities to manage access to the national university network (AARNet). ITS also operates research computing infrastructure and hosts many of the University’s largest servers.

For further information visit our website www.its.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position
UQ’s online presence is undergoing an exciting period of transformational change. Under the guidance of the Web Development Team Lead, the Assistant Web Developer will work closely with other team members to undertake design and development for a range of University websites. Other tasks may include website updates and maintenance and providing support to users of the University’s content management systems.

Duties
Duties and responsibilities include, but are not limited to:

- Assist with the web development and maintenance of UQ’s CMS
- Provide basic level CMS support and maintenance (both internal to ITS and for ITS’ clients) including:
  - Diagnosing and responding to problems and faults, escalating to more senior staff as appropriate;
  - Providing phone and email support to clients;
  - Completing timesheets and providing job details for accurate and timely charging of clients;
  - Liaising with other staff within ITS and external service providers regarding difficult problems, development or systems administration and providing support to those staff when required.
- Participate in significant Information Technology activities and projects under the guidance of more experienced staff (both internal to ITS and for ITS’ clients).
- Participate in the creation and improvement of ITS processes and procedures and training material.
• Maintain records and produce reports as required.
• An employee may be required to carry out other duties within the scope of the classification and within the limits of their skill, competence and training

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Some positions may require the incumbents to work rotating shifts with appropriate allowances, or on a rotating roster not involving shift work as such. Some positions may require the incumbent to be available on-call outside of working hours, subject to payment of the prescribed allowance and overtime penalties if necessary. While staff will have a campus nominated as their principal campus, they may be required to work at any University Campus subject to the Travel and Transfer Policy (http://ppl.app.uq.edu.au/content/5.43.09-transfer-and-travel-between-university-locations).

Organisational Relationships

The position reports to the Web Development Team Lead and is not required to supervise any other staff.

SELECTION CRITERIA

Essential
• Qualifications and training equivalent to an undergraduate degree in web development or related field; or an equivalent combination of relevant experience and/or education/training.
• Skills in web development
• Knowledge of best practice principles of website design and development
• Knowledge of web standards and accessibility standards.
• Breadth of general computing and network knowledge.
• Demonstrated effective problem solving skills with the ability to perform research or liaise with others to develop solutions for more difficult problems.
• Good interpersonal and communication skills with the ability to interact effectively with clients.
• Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person.
• Demonstrated ability to pay attention to detail, organise own time and approach tasks methodically.
• Self-motivated and able to work constructively either alone or in a team environment to meet defined objectives.

Desirable

• Relevant web development experience.
• Knowledge of HTML, CSS, JavaScript, PHP and GitHub/GitLab.
• Knowledge of Web Content Management Systems such as Drupal.
• Knowledge of, or ability to rapidly acquire knowledge of, front-end website design, including creating low and high fidelity prototypes of webpages or elements of a webpage, designing usable page layouts, and digital image design, sourcing, editing and optimising for online delivery.

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au