Help us to achieve our digital ambitions

We are looking for clever and creative, passionate and energetic people with different skills, backgrounds, and experiences.

We want to hear from you if you:
• are ready for a new challenge that brings growth and opportunity
• want to really make a difference to the national mission of our world-leading University, its students and staff
• have experience working in large-scale digital transformations
• embrace collaboration and understand the importance of fostering a positive and inclusive team culture
• appreciate working in an environment embracing contemporary ways of working
• are hands on and adaptive to working across various initiatives and projects, understanding there are times you will need to work outside of your immediate scope to get things done for the benefit of the team
• feel comfortable working in situations that can sometimes bring a level of ambiguity and uncertainty.

Our plan for a better digital future

Our Digital Master Plan will see the University embark on the biggest digital transformation in our history.

It will be a transformation that matches our mission to be among the great universities of the world and driven by a culture of excellence in everything we do. Our digital future will transform the experience of ANU for our students, researchers, academics, professional staff and the wider community.

We are seeking great people to be a part of this history making journey.

The first two strategic programs to launch under the Digital Master Plan are Student First Program and the Digital Infrastructure and Cloud Enablement (DICE) Program. Our Student First Program is focused on improving the end-to-end student experience, from application to graduation. The DICE program is focussed on stabilising and improving a range of core digital foundations. Multiple projects will sit underneath these two programs with a further three digital programs of work expected to be approved in 2022.

The principles to delivering these programs will include, but not limited to:
• human centred design - co-design processes that include both staff and student voices
• agile ways of working
• embedding digital capability into the way we work
• end to end service delivery view
• secure, accessible & inclusive by design
• treating data as a core asset
• cloud right approach to delivering and sourcing.

IF YOU'RE LOOKING TO RELOCATE, YOU'LL LOVE AUSTRALIA'S CAPITAL CITY

#1 most liveable city in Australia
#1 most sustainable city in Australia
#5 healthiest city in the world to live in

Shortest commute times and easy to get around, by car, bus, tram or bicycle
2 hours’ drive to the snowy mountains
2 hours’ drive to the coast

1. Life in Australia Report 2019
2. The Worlds Most Sustainable Cities 2021
3. Money.co.uk survey report 2021
Working at the Australian National University

ANU is home to some of the most remarkable people from across the world: visionaries, influential leaders, researchers and advocates creating impact and change nationally, regionally and globally.

ANU attracts exceptional staff and students and, through education and enrichment programs, helps them to achieve ambitious goals, and pursue brilliant careers.

The Australian National University (ANU) was established by an Act of the Federal Parliament in 1946. Its founding mission was to be of enduring significance in the post-war life of the nation, to support the development of national unity and identity, to improve Australia’s understanding of itself and its neighbours, and to contribute to economic development and social cohesion.

In the seven decades since, the University has cemented its unique national position and standing as one of the world’s finest institutions, confirming the mandate and the faith of its founders.

Ranked in the top 30 universities globally, the first Australian university to be recognised in this elite tier, ANU continues to be an academic resource for the whole of Australia.

Working at ANU, our staff enjoy some amazing employee benefits including:

- highly flexible working arrangements and locations
- competitive salary and generous 17 percent superannuation
- generous leave entitlements including long service leave
- excellent support for skills development
- family friendly working environment including generous paid parental leave, good work/life balance and an inclusive and supportive culture.

It is an exciting time at the ANU, and a great time to join us!
College/Division: Information Technology Services
Department/Unit: Application Services
Position Title: Web Developer/Administrator
Classification: ANU Officer Grade 7 (IT)
Position No:
Responsible to: Manager, Application Services
Number of positions that report to this role: 0
Delegation(s) Assigned:

PURPOSE STATEMENT:
Information Technology Services (ITS) delivers digital solutions that enable the Australian National University to achieve its strategic goals: a student experience equal to the world’s best, and research that transforms society and creates national capability.

ITS has responsibility for the University’s digital ecosystem, and is leading the delivery of the Digital Master Plan, a 10 year strategic roadmap for the transformation of the University’s digital capability. ITS works in partnership with Colleges and Service Divisions in order to provide an engaging, seamless and safe digital experience that enables our students and staff to excel.

The Web Developer/Administrator is responsible for contributing to the development and ongoing technical management and support of a range of web hosting platforms and websites; maintaining them to University standards informed by best practice.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
Under the broad direction of the Manager, Application Services, the Web Developer/Administrator provides web development and technical services. The position implements solutions which assist the University to meet its web communication goals, across a range of web hosting platforms.

The focus of the role will be the establishment and ongoing support of an enterprise WordPress service to deliver a consistent and scalable approach to needs of the University. It also supports the University’s main Gateway Drupal platform.

The role will require liaison with other developers, system administrators, infrastructure specialists from within ITS to deliver infrastructure services and enterprise system integration.

Role Statement:
Under the broad direction of the Manager, the Web Developer/Administrator will:

- Support and maintain ANU web hosting platforms used for the provision of web services at ANU.
- Work with internal stakeholders as required, regarding web development and resolution of platform issues.
- Implement web-based technical solutions to meet the communications needs of internal clients, including the sourcing and configuration of web modules, and the development and testing of custom modules, as required.
- Undertake development project work to enhance the functionality and usability of the ANU web hosting platforms.
- Contribute to the ANU Web Publishing communities by sharing knowledge and experiences with members of the ANU Web Publishers Group and the ANU Users Group.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Other duties as consistent with the classification level of the position and as required by the Senior Developer.

**SELECTION CRITERIA:**

1. Degree-level qualifications in web development, computer science or a similar discipline, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in setting up and administering an enterprise WordPress web hosting solution.
3. Demonstrated WordPress and Drupal development experience using PHP/CSS/Javascript/MySQL and version control systems (e.g. Git, Subversion), on an enterprise scale.
4. Demonstrated exposure to Linux systems and web server maintenance, including network configuration and install management.
5. Proven interpersonal and communication skills, both written and verbal, and the ability to interact with team members and maintain relationships with stakeholders.
6. Proven time management skills with the ability to establish prioritises and meet competing deadlines.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

_The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position._

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<thead>
<tr>
<th>Supervisor/Delegate Signature:</th>
<th>Date:</th>
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<tr>
<td>Printed Name:</td>
<td>Uni ID:</td>
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**References:**

- General Staff Classification Descriptors
- Academic Minimum Standards
**Position Details**

<table>
<thead>
<tr>
<th>College/Div/Centre</th>
<th>ITS</th>
<th>Dept/School/Section</th>
<th>Application Services</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Web Developer/Administrator</td>
<td>Classification</td>
<td>ANU Officer Grade 7 (IT)</td>
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<tr>
<td>Position No.</td>
<td>TBC</td>
<td>Reference No.</td>
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In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp

### Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

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<thead>
<tr>
<th>TASK</th>
<th>regular</th>
<th>occasional</th>
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<tbody>
<tr>
<td>key boarding</td>
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<td>lifting, manual handling</td>
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<td>repetitive manual tasks</td>
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<td>catering / food preparation</td>
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<td>fieldwork &amp; travel</td>
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<td>driving a vehicle</td>
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**NON-IONIZING RADIATION**

- solar               | ☒       | ☒          |
- ultraviolet          | ☒       |            |
- infra red            | ☒       |            |
- laser               | ☒       |            |
- radio frequency      | ☒       |            |

**IONIZING RADIATION**

- gamma, x-rays        | ☒       | ☒          |
- beta particles        | ☒       |            |
- nuclear particles     | ☒       |            |

**CHEMICALS**

- hazardous substances  | ☒       | ☒          |
- allergens             | ☒       |            |
- cytotoxics            | ☒       |            |
- mutagens/teratogens/  | ☒       |            |
  carcinogens           |          |            |
- pesticides / herbicides | ☒     | ☒          |

**BIOLOGICAL MATERIALS**

- microbiological materials | ☒       | ☒          |
- potential biological allergens | ☒       | ☒          |
- laboratory animals or insects | ☒       | ☒          |
- clinical specimens, including blood | ☒       | ☒          |
- genetically-manipulated specimens | ☒       | ☒          |
- immunisations          | ☒       |            |

**OTHER POTENTIAL HAZARDS (please specify):**

**Supervisor’s Signature:** [ ] **Print Name:** [ ] **Date:** [ ]