THE UNIVERSITY *of* ADELAIDE

Position Title:	Digital Web Assistant	Position Number: 15700		Faculty/Division: Faculty of the Professions
Classification:	HEO4	No. Direct Reports & Highest Classified Position:		School/Branch: Faculty Office
FTE: 1.0	Reports to: Digital Training and Development Coordinator	Fixed ☒	Continuing ☐	Discipline/Unit:

Position Summary:	The Faculty of the Professions is one of five faculties that make up the University. The Faculty encompasses separate schools, institutes and centres covering a diverse range of disciplines. Each of these units is responsible for one or more programs with a strong professional orientation.
	The Digital Web Assistant is responsible for the ongoing maintenance and auditing of the existing web portfolio for the faculty and its respective schools. Assisting the Digital Training and Development Coordinator in new development projects and aiding in training for web maintenance and best digital practices will also be a key component of the role.

Position Characteristics:	Scope	Working under direction of the Digital Training and Development Coordinator, the Digital Web Assistant's principal function is to ensure the maintenance of the Faculty of Professions web portfolio and digital assets. The role will primarily be supporting the Marketing Team in the auditing and maintaining of Faculty and School webpages, as well as assisting the Digital Training and Development Coordinator in development of digital projects and the deployment of training programs.
	Significant internal/external relationships	▪ Digital Training and Development Coordinator ▪ Technology Services ▪ Marketing Coordinators & Officers ▪ Marketing and Communications ▪ School Managers ▪ Faculty Web Authors
	Special conditions	Reasonable workplace adjustments will be made for people with a disability.
	Delegations	NIL

Key Responsibilities and Outcomes	1	Maintenance of faculty web portfolio	▪ Provide responsive maintenance of existing websites as requested by the Professions Marketing team, as well as by the broader faculty and respective schools ▪ Maintain a running audit of the Professions faculty web portfolio, identifying any errors as well as areas of improvement in line with best practices ▪ Ensure that faculty web content adheres to the university branding standards

	2	Faculty training support	▪ Assist the Digital Training and Development Coordinator in delivery of training to faculty staff ▪ Deliver and explain technological concepts to a wide variety of staff members ▪ Assist in group training sessions and demonstrations ▪ Assist in the compilation of training documentation, the organisation of documentation and in preparing MOOC-style training videos on well-established concepts
	3	Creation of digital assets	▪ Use software to create digital assets that may be required by various faculty stakeholders ▪ Liaise with external suppliers for the creation of assets as required ▪ Ensure all assets are on-brand, and approved by the required parties
	4	New development and project work	▪ Assist the Digital Training and Development Coordinator in the development of new faculty projects utilising web development skills as well as the ability to quickly formulate an understanding of other software (Such as the CRM and Career Hub systems) ▪ Work on concurrent projects whilst meeting targets as specified in the team's service culture
Criteria	**Capabilities and Behaviours**	Achievement Drive	▪ Takes responsibility for own work to achieve quality results. ▪ Meets deadlines and follows through on commitments. ▪ Sets own work priorities and uses tools to manage their time effectively to achieve work objectives.
		Communication	▪ Seeks to understand the viewpoint of others and asks questions to clarify meaning ▪ Gains clear agreements by presenting own positions clearly and considering alternative viewpoints.
		Flexibility and Adaptability	▪ Willingly adopts different approaches in order to achieve results. ▪ Is open to new and different ways of doing things.
		Relationship Building	▪ Actively works to develop and maintain effective working relationships with others. ▪ Responds to colleagues in a timely and courteous manner. ▪ Is approachable and receptive to others.
		Service Focus	▪ Maintains clear and appropriate communications with the client. ▪ Demonstrates active listening skills to identify the client needs and issues.

	Knowledge and Experience	- Previous experience working with HTML and CSS to maintain web content (an understanding of Javascript is an advantage). - Proven high level organisational, accuracy and administration skills including the ability to prioritise and manage work. - A demonstrated aptitude for technology, with the ability to quickly navigate new software such as the University CRM system - Well-developed interpersonal skills including both written and verbal communication skills. - Demonstrated experience in developing and maintaining productive relationships with stakeholders to achieve shared outcomes, preferably with a service focus. - Previous experience working on strategic web projects for a large organisation is desirable.
	Qualifications	- A Certification in Web Development is desirable, or; - An equivalent level of relevant experience in a professional setting
Occupational Health, Safety and Welfare Requirements		All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.
University Expectations		All staff are expected to: - Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; - Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; - Perform their responsibilities in a manner which reflects and responds to continuous improvement; and - Read, understand and comply with all University policies and procedures.

Approvals:	**Executive Dean**	**Director Human Resources**
Head of School / Branch Manager	**Name:** **Professor Christopher Findlay**	**Name:**
	Signature:	**Signature:**
	Date: March 2016	**Date:**

Acknowledgement of Incumbent	I have read and understood the requirements of the position
	Name: *(please print)* Signature: Date: