Position Description

Project Web Development Officer

Division of Information Technology

Web Office

Classification	Level 7
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	None
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	May 2022

About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff will be required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	All Injury Frequency Rate Engagement
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment

Division of Information Technology
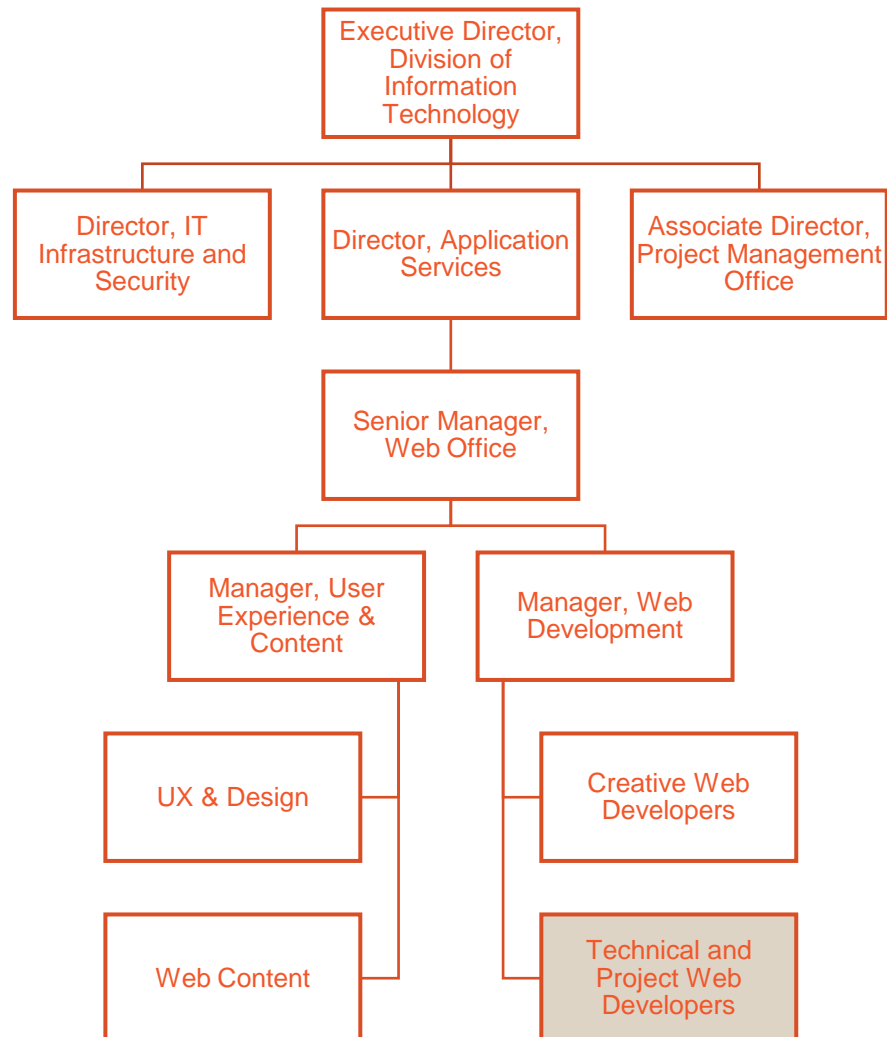
Web Office Team

The Division of Information Technology (DIT) is responsible and accountable for the strategic management, development and support of information technology (IT) across the University, and the provision of related services to all staff and students of Charles Sturt University. Areas of responsibility include:

- The CSU website and online environment for students and staff

- Desktop computer supply & maintenance, mobile devices and Staff email

- Access & Logins, Help & Support Desk

- Application and Integration services

- Network and Internet services

- Enterprise Architecture services, strategic engagement and advice

- Computing facilities including Learning Commons and Library and Labs

- Corporate software and support

- Communication services, including telephones, voicemail and video conference facilities

- Audio visual services and teaching space technology

- Staff IT training, inductions and IT orientation

The Division of Information Technology is committed to a strong service culture. It focuses on delivering 'fit for purpose' quality services to the University community. DIT is responsible for the execution of the Technology Improvements Plan (TGIC) and works in partnership with organisational units and external providers in the delivery of projects. The programs and projects are prioritised by the senior executives in alignment with University Strategy, strategic objectives and business value. DIT also supports the project management activities, provides budget, expenditure, schedule, contract and resource information.

Organisational chart

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                    ┌──────────────────────┐
                    │ Executive Director,  │
                    │ Division of          │
                    │ Information          │
                    │ Technology           │
                    └──────────────────────┘
        ┌───────────────────┼───────────────────┐
┌───────────────┐   ┌───────────────┐   ┌───────────────────┐
│ Director, IT  │   │ Director,     │   │ Associate Director,│
│ Infrastructure│   │ Application   │   │ Project Management │
│ and Security  │   │ Services      │   │ Office             │
└───────────────┘   └───────────────┘   └───────────────────┘
                            │
                    ┌───────────────┐
                    │ Senior Manager,│
                    │ Web Office     │
                    └───────────────┘
              ┌─────────────┴─────────────┐
      ┌───────────────┐           ┌───────────────┐
      │ Manager, User │           │ Manager, Web  │
      │ Experience &  │           │ Development   │
      │ Content       │           │               │
      └───────────────┘           └───────────────┘
              │                           │
      ┌───────────────┐           ┌───────────────┐
      │ UX & Design   │           │ Creative Web  │
      │               │           │ Developers    │
      └───────────────┘           └───────────────┘
              │                           │
      ┌───────────────┐           ┌───────────────┐
      │ Web Content   │           │ Technical and │
      │               │           │ Project Web   │
      │               │           │ Developers    │
      └───────────────┘           └───────────────┘
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Reporting relationship

This position reports to: Manager, Web Development

This position supervises: Nil

Key working relationships

- Senior Manager, Web Office
- Manager, Web Development
- Senior Creative Web Developer(s), Web Office
- Applications Developers, Applications
- Integrations

Position overview

Reporting to the Manager, Web Development, the Project Web Developer contributes to the development of Charles Sturt University's online environment in support of the Web Strategy. This includes development of Charles Sturt University's web applications & CMS web templates, web standards, guidelines, and assistance in the implementation of web development specific training. They will also contribute to high quality web reporting to the Senior Manager, Web Office to support the Web Strategy and University objectives.

Principal responsibilities

- Use a project management approach to assist the Manager, Web Development in the development and implementation of a web environment that enables innovation in Charles Sturt University's web presence across multiple platforms and devices with multiple audiences.

- Contribute to the front-end development of Charles Sturt University web applications, using a variety of frameworks, in collaboration with the DIT Applications & Integrations teams.

- Develop and review web development standards, procedures and guidelines.

- Contribute to the development and implementation of web development processes that ensure Charles Sturt University can deliver an innovative online environment in line with the Web Strategy.

- Provide technical expertise including:

    o Development of detailed technical solution designs based on business requirements and guided by enterprise architecture and industry standards.

    o Provide advice and recommendations on emerging technology and technical standards, and assist with the evaluation and selection of solutions.

    o Provide estimation of effort for tasks and resource requirements for the design, development, implementation and ongoing support of solutions.

    o Assist in migration of solutions through all phases of development and maintenance.

- In conjunction with the Manager, Web Development, contribute to the Charles Sturt University Design System and provide advice on industry best practice around content type and its usage across multiple platforms.

- Analyse online problems and design innovative, maintainable and scalable solutions.

- Other duties appropriate to the classification as required.

Role-specific capabilities

This section comprises capabilities from the Charles Sturt Capability Framework identified as essential or critical for success in this role.

Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Innovative	With creativity at our core, be open to new ideas and seek to find better ways.
Listen closely	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
Analysing	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.
Apply expertise and technology	Apply, develop and share specialist and detailed technical expertise, understanding other organisational disciplines.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.

- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's Driver Safety Guidelines.

Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

A. Bachelor degree, normally with at least four years' subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and/or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.

B. Demonstrated ability with full-stack development and implementation within a large, complex, content management system (CMS), such as Squiz Matrix, including experience with scripted, run-time, programming of a CMS.

C. Proven ability in working with web programming languages, frameworks & technologies such as JavaScript & ES6, jQuery, HTML5, CSS3, Bootstrap 4+, SCSS, API integrations and the ability to develop capability in emerging languages.

D. Demonstrated experience in assisting with developing implementation documentation, including data flow diagrams, high-level architecture and the ability to provide high level advice arising from documentation.

E. Demonstrated experience in relationship management across a broad range of stakeholders who operate under a variety of perspectives.

Desirable

F. Experience working with JavaScript programming frameworks such as Angular, PolymerJS, BackboneJS.

G. Experience with source control systems like Git and Subversion.

New South Wales

Brisbane
Study Centre

Dubbo

Orange

Bathurst

Port Macquarie

Goulburn
NSW Police Academy

Sydney
Study Centre
Parramatta

Wagga Wagga

Canberra

Albury–Wodonga

Wangaratta
Regional University Study Centre

Victoria

Melbourne
Study Centre