



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 7/12/2018

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Infrastructure and Major Projects
BRANCH: Office of Digital Government
SECTION:

CLASSIFICATION: Level 5	POSITION NUMBER: DPC18036
TITLE: Website Administrator	
AGREEMENT/AWARD: Public Service and Government Officers General Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Director Digital Services Level 8</p>

Other offices reporting to this office	
Title	Level
Senior Business Analyst	6
Senior Systems Administrator	5



<p>Website Administrator Level 5</p>

Officers under direct responsibility	
Title	Level



SECTION 3 – KEY RESPONSIBILITIES

Manages and coordinates the addition, modification and removal of content and metadata from the WA Government website (WA.gov.au) which includes whole of government and agency content. In conjunction with the System Administrator maintains and supports the Content Management System (CMS) and associated systems used to produce, monitor and operate these websites and associated documentation of business used to manage website.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

Policy and Planning

- Initiates and develops policy recommendations and procedures for the strategic use and management of web-based information
- Contributes to the development of business improvement strategies and operational plans to deliver information services
- Establishes information frameworks, standards and business rules for internal quality assurance to ensure best practice in website development.

Service Delivery

- Administers the whole of WA government web Content Management System for the administration of multiple agency web content and ongoing website development
- Monitors the website to ensure consistency in design, content and style
- Arranges change control of website content objects
- Leads and co-ordinates the development and implementations of uniform metadata standards
- Ensure information and records are retained in compliance with statutory requirements.

Liaison

- Provides a consultancy and information co-ordination service to internal business units and external stakeholders
- Represent the department on relevant internal and external working parties, committees and user groups
- Develops, delivers and reviews training programs in the effective use of information and knowledge delivery systems.

Other

- Maintains up to date knowledge of trends and best practice in website management
- Performs other duties as required.

SECTION 5 – SELECTION CRITERIA

Essential

1. Recent experience in the use of Drupal CMS.
2. Proven IT skills and experience, including internet technologies, website navigation and architecture, and systems development and administration.
3. High level oral and written communication skills.
4. Demonstrated ability to work both independently and in a team environment.
5. Demonstrated ability to deliver training in formal and informal settings.

Desirable

6. Possession of or progress towards an appropriate qualification or equivalent relevant experience.

SECTION 6 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB