JOB DESCRIPTION FORM

JOB TITLE:	POSITION NUMBER	CLASSIFICATION:
Online Services Developer	**14414**	**Level 4**

AWARD Public Service Award 1992 / PSGO CSA GA	**EMPLOYMENT TYPE** Fixed Term, Part Time
DIRECTORATE Organisational Development	**TEAM** Strategy & Performance
POSITION REPORTS TO Manager Strategy and Performance, L7	**POSITIONS REPORTING TO THIS POSITION** Nil

PURPOSE OF POSITION

Being responsible for programming, creating, and incorporating content on the Museum's Internet, extranet and intranet environments.

CONTEXT

The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries. The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

Department of
**Local Government, Sport
and Cultural Industries**
GOVERNMENT OF
WESTERN AUSTRALIA

WAM WESTERN
AUSTRALIAN
MUSEUM

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STATEMENT OF DUTIES

1. Production of back-end design and user-interface development and liaison with stakeholders and online manager to achieve project outcomes.
2. Interpretation of project briefs and provision of advice regarding design, presentation, production costs and timelines ensuring liaison with process contractors and stakeholders regarding estimates, production processes and formats.
3. Production, upgrade and maintenance of back-end functionality of the Museum's website i.e. content management system, databases, e-commerce etc.
4. Monitoring and reporting on performance usage statistics related to the Museum's online services.
5. Collaboration with the online manager and stakeholders to determine the most appropriate content and presentation format for online audiences.
6. Testing of developed materials and evaluation of content across various browsers and platforms.
7. Promotion of constant improvement of online products and services through the application of new developments in software and associated technologies.
8. Dissemination of advice and information on development methods and limitations to staff and stakeholders and liaison with clients to ensure products are appropriate to Museum audiences.
9. Preparation of online material that conforms to nominated system requirements and employment of the Internet for research, product design and development.
10. Contribution to web and online multimedia design as required.

Other duties as required with respect to the scope of the position.

Compliance and Legislative Knowledge

- Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.
- Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

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WORK RELATED REQUIREMENTS (SELECTION CRITERIA)

Essential

1. Demonstrated high-level proficiency in programming for Internet, extranet and intranet environments with Web 2.0 technology.

2. Knowledge of and experience with a range of online programming languages, content management systems, and database applications across multiple platforms.

3. Excellent interpersonal and communication skills in dealing with internal and external stakeholders.

4. Ability to manage projects to strict deadlines and work in a team in a fast moving environment.

5. Knowledge and understanding of current web accessibility standards and legislation.

Desirable

1. Web design and multimedia skills.

2. A Post-secondary qualification in website development or relevant discipline.

KEY RELATIONSHIPS / INTERACTIONS

1. Strategy & Performance team.
2. Online services team.
3. Other Museum staff.

KEY CHALLENGES

1. Managing concurrent projects to competing deadlines.

2. Ability to work with a wide range of internal stakeholders across multiple sites.

SPECIAL CONDITIONS

Nil

LOCATION

Perth

Manager Signature: ………………………..………… *Date:* …../…../…….. *Employee Signature:* …………………….…………. *Date:* …../…../……..

REGISTERED

Western Australian Museum

INITIALS: SJM   DATE: 1.03.2019