

Job Description Form

Web Designer-Developer

Position Number: 12262	Classification Level: Level 3
Directorate: Corporate Services	Agreement: Public Sector CSA Agreement 2022
This Position Reports To: 12845, Manager Library Applications Support Team, Level 7	
Positions Reporting to this Position: Nil	

ROLE OF DIRECTORATE

Corporate Services supports the organisation in the areas of library application support, financial management and budget planning, human resource services and building management. Some information and communication technology services and human resources services, building maintenance services, payroll and financial processing are provided in collaboration with the Department of Local Government, Sport and Cultural Industries.

POSITION PURPOSE

This position works predominantly to create a look and feel and appropriate multimedia to maximise learner access, engagement, and outcome in online and flexible delivery environments, requiring close collaboration with clients.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

Web Design

1. Designs, creates and maintains designs that meet agreed standards for the Library's digital services including website, intranet, extranet and catalogue.
2. Monitors and provides advice on best practice in the design of online services.
3. Contributes to the Library's online services design standards.
4. Supports the delivery of online services to meet operational and strategic needs, as part of a team.
5. Writes and maintains appropriate documentation to support the Library's web based applications and operations.
6. Tests and contribute to back-end development and programming as required.
7. Ability to work individually and collaboratively on larger projects.
8. Contribute to web development project teams and provide support as required.
9. Designs, administers, and manages Content Management Systems.
10. Utilise a range of software applications to enhance the design standards.
11. Support the Web Developer as required in enhancing the architecture and user experience of the websites.

Policy, Procedures and Service Delivery

1. Contribute to planning and standards and take responsibility for working consistently with them.
2. Assist stakeholders to continuously improve processes and systems and support their implementation by providing advice, direction and training as required.
3. Ensure website development complies with Disability Discrimination Act 1995, State Records Act 2001, WA Government Website Governance Framework, and the Web Content Accessibility Guidelines (WCAG) 2.0.
4. Promote, uphold, and comply with the Library's brand guidelines as issued by Communications.
5. Participate in the delivery of communications associated with incident management as required.

Other

1. Assists with developing training services and providing briefings to library staff to support the effective use of online services.
2. Participates constructively and positively as a member of the Library Applications Support Team.
3. Ensures an efficient and effective customer focused service is provided.
4. Develops and documents procedures to ensure best practice in team workflows.
5. Other duties as required.

Corporate Responsibilities:

1. Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
2. Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
3. Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.

WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

1. Demonstrated experience in web design and use of internet and intranet services to deliver customer centric services.
2. Experience in the use of web authoring and graphical design tools.
3. Demonstrated knowledge of web-based languages including but not limited to SharePoint HTML, PHP, SQL and JavaScript including libraries such as jQuery.
4. Working knowledge of design principles as they apply to the online environment.
5. Excellent conceptual, analytical and design skills, including the ability to develop solutions to problems.
6. Demonstrated ability to acquire and effectively use new skills required for the design of websites.
7. Demonstrated ability to identify client needs and expectations and provide flexible and responsive service.
8. Demonstrated capacity to work both independently and as part of a team, with a positive approach to continuous improvement.
9. Demonstrated ability to communicate effectively at all levels, both verbally and in writing, including the presentation of training programs.

Desirable:

1. Experience in designing library (or other collection institutions) web-based interfaces and systems.
2. Relevant professional qualifications.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

1. Occasional out of hours and /or weekend work

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

Position Title: Director Corporate Services	Name: Pauline Vukojevic	Date: 12/07/2024
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