POSITION DESCRIPTION

Position: Outreach Project Officer (Web development)
Classification: Level 7
Incumbent: New Position
Department: Student Life and Learning
Reports to: ASPIRE Operations Manager or Director Student Equity and Disabilities Unit (SEADU)
Written by: Ann Jardine
Date: February 2015

A. Job Purpose
The Outreach Web Developer will support the social inclusion work of Student Life and Learning (SLL), in particular the suite of pre-entry programs that work to raise the education aspirations of students from low socioeconomic status (SES) backgrounds within Sydney and regional NSW.

The position will work in collaboration with SLL staff to develop and implement a creative, engaging and practical website to support specific aspects of UNSW Australia’s outreach work. The website will contain several components geared to a range of audiences, including school students.

B. Duties
- Assist in the development and design of a unified outreach website in accordance with appropriate UNSW policies and practices
- Develop a website that effectively reaches a number of different audiences
- Develop and run appropriate training programs for staff on development and maintenance of websites/pages
- Liaise as necessary with other units of UNSW regarding web-based matters
- Provide advice on current and future directions and needs for web-based matters.

C. Environment/Impact
At approximately 9%, access rates for low SES students to UNSW remain below the national access levels of approximately 16%.

UNSW Australia runs a number of strategies aimed at increasing the access to UNSW and the University sector of students from disadvantaged backgrounds.

D. Reporting Relationships
The position will report to the Director, SEADU in the first instance. There are no staff reporting to the position on a regular basis, although the position may supervise casual staff from time to time.

E. Principal Accountabilities
1. Develop an efficient, effective and fully functional website in accordance with appropriate University guidelines and requirements
2. Ensure needs of external and internal clients for use of the web are met fully and promptly
3. Ensure project brief is fully met and within required time and budgetary constraints
4. Contribute to the overall work of the Unit
5. Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university.

F. Minimum Education Required
A relevant degree and experience, or an equivalent combination of qualifications, training and experience. A degree in the areas of multimedia, IT, computer science or equivalent with a major in website development would be highly desirable.
G. Selection Criteria

1. Demonstrated experience in designing, developing and maintaining websites, including multimedia, content management, web application security and overall web presence.

2. Demonstrated relevant experience in Drupal development and technical project management.

3. Experience developing in: PHP, SQL, C, Java, C++, C#, HTML, CSS, XML, RSS, AJAX, XSL and experience using Git as a source control repository.

4. Experience with integrating Drupal into major 3rd party APIs (Facebook, Twitter, Google).

5. Demonstrated ability to liaise with and engage both internal and external stakeholders.

6. Demonstrated ability to conduct appropriate in-house training with a range of staff.

7. Demonstrated end to end project management skills.

8. High-level verbal and written communication skills.

9. An understanding of the barriers to university education experienced by students from disadvantaged, and culturally and linguistically diverse backgrounds.

10. Willingness and capacity to implement required OHS policies and safe work practice and ability to implement equal opportunity and diversity policies and programs.