



# ROLE STATEMENT

<b>THE POSITION:</b>		<b>WEB DEVELOPER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	0200 / VPS 3.2	
<b>REPORTS TO:</b>	Senior Web Designer	
<b>WORK UNIT:</b>	<b>Multimedia</b>	
<b>ORGANISATION:</b>	National Gallery of Victoria	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	February 2017	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	Under the direction of the Senior Web Designer, this position is responsible for facilitating the development and maintenance of the NGV website, web infrastructure, and related web and interactive systems and projects at the NGV.	
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. Perform front and back end development of the NGV website and related web and digital content platforms and projects including mobile web apps, e-commerce and CRM applications, API development, interactive displays, digital signage, digital publications, collection online, audiovisual content channels,</li> <li>2. Through continuous research and development in web design and development practices, ensure NGV projects continue to be innovative and maintain currency with progressive web technologies, design techniques, and development practices, ensuring production techniques and knowledge are well documented and shared within the web production team.</li> <li>3. Ensure efficient, stable and secure operation of NGV web systems and applications. Monitor, maintain, optimise, and keep up to date NGV web servers and applications.</li> <li>4. Design and develop web systems and applications, and write well designed, testable, efficient code that meets industry standards and is compatible across multiple browsers, devices, and operating systems.</li> <li>5. Setup procedures for collection and reporting of analytics on web visitation, user interaction and CRM data. Design applications that interface and share this data between web systems and applications.</li> <li>6. Participate in creative collaborations to design web systems, and lead the technical development of web projects. Bring fresh and creative ideas to the table for new avenues of web design and development while following and refining the overarching strategic direction for all NGV technical systems.</li> <li>7. Develop and maintain version control using Git/Code repository systems, and use robust deployment procedures from local development environments to staging and production servers.</li> </ol>	



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	<ol style="list-style-type: none"> <li>8. Follow technical standards, for optimal presentation, accessibility, compatibility and function. Maintain quality control of web systems ensuring the integrity of production output.</li> <li>9. Produce project documentation and carry out reporting, ensuring that records are created and managed according to the Records Management policy and procedures.</li> <li>10. Contribute to departmental and team goals and participate in and support organisational change initiatives and activities as required, modelling NGV values and behaviours (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).</li> <li>11. Establish a professional network to build relationships, maintain and increase your skills base and knowledge, share information and provide identifiable benefits for the NGV.</li> </ol>
<p><b>2. THE PERSON – KEY SELECTION CRITERIA</b></p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. An approved degree or diploma in Multimedia, Web Development, Computer Science or Programming or related disciplines, coupled with extensive experience as a web developer as evidenced with a strong portfolio.</li> <li>2. <u>Advanced web development skills</u>: proven working experience in front and back end web application development, LAMP stacks, Linux server administration, in-depth knowledge of modern HTML/CSS, PHP, Javascript, jQuery, Apache, SQL/MySQL, API development. Hands-on experience with network diagnostics and analytics tools, Search Engine Optimisation process. Experience in Wordpress development, Elasticsearch, AngularJS/Ionic, iOS app packaging, Agile development methodologies, Tessitura and Linux administration will be highly beneficial.</li> <li>3. <u>Creativity and innovation</u>: generates and develops new creative ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements and reflects on experience and is open to new ways to improve practice.</li> <li>4. <u>Communication</u>: confidently conveys ideas and information in a clear and interesting way, adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections, sees things from another’s point of view and confirms understanding, expresses own views in a constructive and diplomatic way, answers queries and creates an understanding of the presentation topic.</li> <li>5. <u>Project management</u>: consults, liaises with and influences key stakeholders, produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified, monitors performance against objectives and manages project risks and issues and ensures project objectives are met.</li> <li>6. <u>Drive and commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, perseveres to achieve goals, even in the face of obstacles, remains clam and in control under pressure and takes responsibility for own actions.</li> </ol>



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	<p>7. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communication, minimises surprises, collaborates and shares information and cooperates and works well with others in the pursuit of team goals.</p>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Unix and Linux system administration is beneficial</li> <li>• Familiarity with IOS development</li> <li>• Interactive and creative coding in platforms such as openframeworks, arduino, Processing, C++ and Objective C is beneficial.</li> <li>• Desirable but non-essential: background knowledge of Australian and International art, or experience with cultural content.</li> </ul>
<p><b>4. KEY RELATIONSHIPS</b></p>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> <li>• Marketing;</li> <li>• Education;</li> <li>• Graphic Design</li> <li>• Audience Engagement;</li> <li>• Public Programs; and</li> <li>• Curatorial areas.</li> </ul>
<p><b>5. OTHER RELEVANT INFORMATION</b></p>	<ul style="list-style-type: none"> <li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li> <li>• Hours of duty will be according to work unit requirements.</li> <li>• All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security &amp; Environment Inductions.</li> <li>• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.</li> <li>• It is the employee’s responsibility to familiarise themselves with, understand and adhere to NGV’s Policies and Procedures as varied from time to time.</li> <li>• The NGV requires all employees to have an understanding of its Risk Management Framework.</li> <li>• Conditions of employment are pursuant to the NGV’s Enterprise Agreement.</li> <li>• All new appointments are subject to a three month probationary period which may be subject to review.</li> </ul>



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<b>6. ABOUT THE ROLE STATEMENT</b>	As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____