

*Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.*

## **UNIVERSITY OF NEW ENGLAND**

### **POSITION STATEMENT**

**Faculty:** The Professions  
**Position Title:** Web Support Officer - DEHub  
**Position Number:**  
**Reports To:** Project Manager  
**Classification Level:** HE05  
**Date Classified:** 17 March, 2009

#### **Dimensions of Position:**

The 'DEHub: Innovation in Distance Learning' Project, based within the Faculty of The Professions, will provide leadership in developing and implementing models for distance education across the Australian tertiary sector. It will engage in national and global collaborations on evidence-based approaches to new teaching technologies. This position operates within the wider framework of the DEHub Project but is specifically responsible for providing web programming support for development of a comprehensive website with information, resources and interactive virtual spaces.

#### **Position Objective**

The Web Support Officer - DEHub is a specialist position to assist the DEHub - Innovation in Distance Learning Project with web design, construction and maintenance in addition to the maintenance of up to date information about the project and its developments. This will involve liaising with other Project team members to coordinate information and webpage design for this project.

#### **Duties:**

**The following duties will be carried out under limited direction from the DEHub Project Manager:**

1. Using specialist skills, manage, develop, create and maintain the website for the DEHub: Innovation in Distance Learning Project in line with UNE standards and with consideration of feedback from staff and users.
2. Be responsible for the technical and design aspects of the DEHub website including, but not limited to programming, quality assurance, conversion and re-purposing of relevant material and documents to HTML format for online presentations, development of media files for integration online, development of conversion, installation and compression procedures for project material.

3. Liaise and collaborate with project staff and other stakeholders to identify and develop the most appropriate web based technologies, content and requirements for the relevant website.
4. Provide advice and technical support to the Project team regarding the ongoing maintenance and multimedia solutions for the DEHub: Innovations in Distance Learning website and interactive virtual spaces.
5. Apply QA and risk management standards to all projects.
6. Support the provision of new or enhanced services, including researching new technologies and providing advice to the project.
7. Develop positive communication and professional links and networks, liaising with staff in the Information Technology Directorate, Design and Development team members and other stakeholders. Contribute towards shared learning experiences with staff from these groups, to ensure currency in multimedia and IT issues so as to achieve timely production of projects.
8. Maintain relevant industry skills and knowledge and develop new skills as necessary.
9. Undertake administrative duties and maintain records appropriate to the position.
10. Be aware of the University's policies and procedures relating to EEO, Risk Management, Occupational Health and Safety, Records Management (TRIM) and Quality Assurance as they apply to this position.
11. Any other duties appropriate to this position and classification level, as required.

### **Qualifications and Selection Criteria**

1. A relevant degree; or diploma level qualification with multimedia development experience or an equivalent alternate combination of relevant knowledge, training and/or experience.
2. Demonstrated work experience in multimedia programming, website construction tools and other convergent technologies.
3. Familiarity with scripting or programming languages used in a variety of cross-platform multimedia applications.
4. Experience with image manipulation and animation for multimedia development and delivery in a variety of formats.
5. Demonstrated effective interpersonal, written and oral communication skills.
6. Ability to work as part of a professional team and to work with a wide range of personnel in a client focused organisation.
7. Demonstrated problem solving and analytical skills with the ability to meet deadlines and work with limited supervision.
8. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.