



## Position Statement

**Position:** Multimedia Developer

**Supervisor:** Design and Development Manager

### Dimensions of the Position

The Multimedia Developer has the role of developing and collaboratively managing the use of the Internet and electronic technologies for the promotion of UNE Partnerships and the delivery of online services to students, partner organisations and clients.

Whilst this position is fulltime, consideration may be given to filling it on a less than full-time basis.

**Salary** - \$54,590 to \$59,740 per annum - UNEP Grade 6, (or possibly UNEP Grade 7 \$59,740 to \$66,950 per annum) plus 9% employer superannuation. (Salary and position grading subject to agreement with the successful candidate).

### Position Objectives

To develop and maintain the UNE Partnerships promotional website ensuring it is up-to-date, accurate, user friendly, structured for effective national and international exposure and searches, and is consistent with global standards.

To ensure UNE Partnerships' online Learning Management System is effective through the implementation, delivery and support of education and training in electronic format.

To develop web-based resources in line with company strategies and agreed budgets for best practice in online learning.

To work collaboratively across the company, and in particular with Marketing and Systems, as an important and valued team member in Design & Development.

### Duties

#### *Education products and services*

To coordinate the development and delivery of online educational resources in a range of formats

To coordinate and undertake the conversion of raw copy and images to web formats using a range of graphic, sound and web development software to agreed design and technical guidelines

To manage the online support structure for enrolled students

To problem solve, implement solutions and achieve timely completion of projects, in liaison with the Design & Development team and external clients

To develop technical and operational procedures and guidelines as required

To provide training and mentoring for staff and/or consultants working within the online learning environment, as required

#### *Website*

To implement web-based features and formats which enhance the website as a commercial/educational/marketing resource

To propose creative design and technical solutions for online promotional activities, both proactively and as a result of feedback from staff and users

To fine-tune web applications, coding and style sheets for improved web design and maintenance

To adhere to presentation standards for public website

#### *General*

To proactively maintain relevant industry skills and knowledge – and develop new skills as necessary

To uphold the high standard of all work undertaken for the company

To contribute to a harmonious workplace environment

Any other tasks as required by Design and Development Manager

## Selection criteria

The Multimedia Developer has the role of developing and collaboratively managing the use of the Internet and electronic technologies for the promotion of UNE Partnerships and the delivery of online services to students, partner organisations and clients.

### Essential:

- Sound technical skills and qualifications demonstrating competence in web design, online services, communications and LMS platforms (learning management systems)
- Significant work experience in a related field
- Demonstrated knowledge of web-enabled databases, and strong experience of working with software and languages such as Flash, Javascript, XML, HTML, CSS, Dreamweaver, SCORM etc.
- Proven ability to plan and organise project workflow, meet deadlines in an environment with conflicting priorities and work with limited supervision
- Demonstrated excellence in problem solving and analytical skills
- Ability to work as part of a professional team and with a wide range of staff in a client focused organisation
- Ability to translate business requirements into technical solutions
- Ability to train and effectively share knowledge with key staff

### Desirable:

- Familiarity with e-commerce applications
- Experience in an educational environment