

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	eServices Developer
POSITION NUMBER:	2587
DIVISION:	Finance and Strategy
DEPARTMENT:	Digital, Information and Technology
CLASSIFICATION:	Band 6
REPORTS TO:	Coordinator Digital Services
DIRECTLY MANAGES:	Nil
INTERNAL LIAISONS:	Senior Management; Other Council Staff
EXTERNAL LIAISONS:	N/A
DATE:	July 2017

POSITION OBJECTIVES:

This position assists in the development, maintenance and coordination of the City's eServices framework. This includes assisting with the development of web applications, tools, websites and databases across the organisation.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Develop the technical design and implementation of various Web Applications, eServices Tools and Web Sites that are managed by Council.
2. Assist with project specifications working with internal business units, in consultation with senior staff in the Digital Services Unit
3. Undertake system testing, troubleshooting and quality assurance on implemented projects.
4. Develop appropriate code for utilisation in Councils Digital Services applications.
5. Develop appropriate documentation on web applications created.
6. Liase with the Digital Services team to ensure the operation of Digital Services infrastructure.
7. Adhere to all Council's policies and procedures relevant to this position.
8. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other

- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

Essential:

1. A tertiary degree in IT, Web Development, or related discipline or studying towards same.
2. Strong written and personal communication skills.
3. Highly organised and able to meet deadlines.
4. The ability to work both independently and as part of a team.
5. Problem solving skills
6. Knowledge of the following:
 - Microsoft.NET development including Visual Studio.NET. ASP.NET and VB.NET
 - Thorough knowledge of HTML, Javascript
 - Database management including SQL server (Enterprise Manager), MS Access and development of complex SQL queries.

Desirable:

9. Some relevant experience in a similar role, preferably also within a government or alternatively large organisation, would be an advantage.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Under supervision, clear guidelines or working with senior staff, provide assistance in the design and development of eServices systems and procedures under the control of this position.
- Assist to maintain security of Council's technology assets.
- Operate independently while ensuring actions adhere to Council's policies, ethics, duty of care, and OH&S requirements, acting under the guidance of more senior IS members.

- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Use knowledge of industry trends and relevant technology to solve problems and assist to develop improvements in eServices practices within Council.
- Contribute to the ongoing improvement, development and implementation of Council's eServices Framework.
- Guidance and advice is available from the Coordinator or senior eServices Developers, within the required time to make decisions.

SPECIALIST SKILLS AND KNOWLEDGE:

- Knowledge of Microsoft.NET development including Visual Studio.NET. ASP.NET and VB.NET
- Thorough knowledge of HTML, Javascript
- Database management including SQL server (Enterprise Manager), MS Access and development of complex SQL queries
- Some knowledge of AJAX, JQUERY, XML,
- Skills in windows user management, active directory
- Understanding of technical aspects of Content Management and the environment in which these technologies operate.
- Draw on the above knowledge to suggest plausible solutions

MANAGEMENT SKILLS:

- Organisational skills including time management, the ability to meet multiple priorities and to report on progress.
- Assist with the development and maintenance of the City's Digital Services applications.
- Liaise with the Coordinator and Council department staff to produce eServices functional specifications, and system developments.

INTERPERSONAL SKILLS:

- The ability to work with and gain cooperation from members of the Information Technology team and other contacts as required.
- Well developed written and verbal communication skills to communicate effectively with a broad range of individuals both within and external to Council.
- The ability to gain assistance when required to work on complex eServices problems with senior IT staff.

QUALIFICATIONS AND EXPERIENCE:

- A tertiary degree in IT, Web Development, or a related discipline or studying towards same.
- Some work experience within a government or alternatively large organisation, would be an advantage.
- Current Victorian Driver's Licence.

HOW TO APPLY

Applications close: 5.00pm Friday 25 August, 2017

Contact Person: Matthew Szymczak, Coordinator Digital Services, 5272 4989

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment Administration Officer
Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

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The collection and handling of personal information is carried out in accordance with Council's Privacy Policy, which is displayed on Council's website and which is available for inspection at, or collection from, Council's Customer Service Centres.