



## Position Description

### Web Development Officer

<b>Department/Team</b>	Technology Team
<b>Employment Basis</b>	Part-time (0.6 FTE)
<b>Location</b>	Sydney, NSW Australia
<b>Reports to</b>	Technology Team Leader
<b>Effective Oct 2024</b>	Version 1.0

### Overview of Sydney Missionary and Bible College

Located in Sydney's cosmopolitan Inner West, SMBC is approved by the Australian College of Theology to offer a variety of courses at undergraduate, graduate and postgraduate level. SMBC provides a flexible approach to learning, offering full-time and part-time, day and evening, intensive and semester-length options, to meet the needs of Christians from a variety of backgrounds and with a range of ministry goals.

SMBC's vision is to see thousands of loving, skilled graduates bringing the light of Christ to a dark and needy world. For over 100 years, it aims to achieve its vision by creating learning communities through which God prepares his people – theologically, spiritually, and practically – to serve Jesus in diverse contexts and cultures.

### Web Development Officer

The primary objective of this position is developing and maintaining high-quality web services for the College and its internal users.

To meet these objectives, we are seeking a helpful, problem solving, knowledgeable, organised and collaborative full-stack web developer.

#### Primary Responsibilities:

- Contributing to ongoing development, troubleshooting and maintenance of the College's websites and online services, including leadership of some development projects
- Effective management of website systems in accordance with sound security and risk management principles, including monitoring their efficiency and performance
- Provision of website-related technical support and advice to staff, providing assistance in a warm, friendly and helpful manner
- Maintenance of documentation relating to websites and online services

- Contributing to forward planning and budgeting plans to implement effective change and ongoing quality service delivery
- From time to time, assisting with other technology support tasks
- Understanding and complying with SMBC Codes of Conduct, Work Health & Safety, Safe Communities, Privacy and other College policies

### *Working relationships*

Technology Team, Chief Operating Officer, Student Services Team, Engagement Team, Lecturers and General Staff, External Web Project Teams

### Candidate Specification

#### *The successful candidate will:*

- Be a committed Christian.
- Be a people person, and strongly customer focussed.
- Possess excellent interpersonal relational skills.
- Have excellent organisational and time management skills.
- Be a problem solver and lateral thinker with an eye for detail, and a strong service and delivery focus.
- Be flexible in approach, and a team player.
- Maintain confidentiality, tact, and diplomacy.
- Demonstrate commitment to the Vision, Mission and Values of SMBC.
- Possess a current valid Working with Children Check and currency of Safe Ministry Training.

#### *Knowledge, skills and experience required:*

- Demonstrated excellence in full-stack development and management of website systems.
- High level of computer literacy and adaptation to new software and IT systems.
- Proven experience in problem solving, prioritising and decision making.
- Sound administration, stakeholder liaison and project management skills, with demonstrated ability to achieve priorities and negotiate timelines.
- Strong ability in effective communication and teamwork.
- An awareness of web-related educational technologies.

#### *Desirable qualifications /experience*

- Demonstrated five years plus experience with website development within open-source environments, primarily LAMP stacks or similar.
- Demonstrated experience with UX/UI development and test-driven development.
- Demonstrated experience with PHP frameworks, WordPress, Python frameworks, React; Docker and build tools; Git.