POSITION DESCRIPTION

# POSITION TITLE: IT Support Developer

# WORK UNIT: Engineering Education Australia

# RESPONSIBLE TO: Education Business Systems Analyst

# LOCATION: Melbourne, VIC

# PURPOSE

Responsible for the effective and timely maintenance and administration of EEA IT systems and user support.

# DUTIES

Duties and responsibilities of this position include:

* First and second level IT support.
* LMS administration
* LMS LTI (Learning Tools Interoperability) development
* Webinar technical support
* Ongoing learning applications debugging and maintenance
* Development of backend micro services
* Website maintenance and development
* Creating reports from different systems
* Software installation and maintenance.
* Other IT duties as required.

# WORK HEALTH & SAFETY (WHS) OBLIGATIONS

As an employee of Engineering Education Australia, you must always:

* Take reasonable care for your own health and safety in the workplace.
* Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace.
* Cooperate with your employer about matters of health and safety.
* Comply with any reasonable instruction and cooperate with Engineering Education Australia’s WHS policies and procedures.
* Familiarise with the broad meaning of ‘workplace’ in health and safety legislation and Engineering Education Australia’s WHS policies and procedures.

# COMMUNICATION AND RELATIONSHIPS

This position works closely with Engineering Education Australia and Engineers Australia staff as well as a broad range of external stakeholders, particularly across engineering organisations.

# OUR VALUES





# SELECTION CRITERIA

* Tertiary qualification in Information Technology or related discipline (highly desirable).
* 3+ years’ experience working in IT support,
* Exposure to corporate training, VET competency-based training, and online learning (desirable).
* Experience in LTI (Learning Tools Interoperability) development within LMS systems
* Proficient in PHP and JavaScript development
* Strong understanding of MySQL databases
* Experience with administering and supporting learning management systems (Canvas desirable), rapid authoring tools, such as Articulate Storyline or Rise, and multimedia development applications.
* Exposure to CMS systems for websites (preferably Drupal)
* An ability to understand and regularly adopt up-to-date technology and techniques and stay abreast of emerging trends and industry best practice.
* Excellent written and verbal communication skills, with high attention to detail.
* Ability to manage own time effectively, to work calmly and assuredly on multiple projects at a time.
* Ability to work autonomously and in a collaborative team environment.
* Ability to maintain a positive and flexible approach whilst working with multiple stakeholders.
* Exposure to the education industry would be beneficial.
* An ability to travel within Australia, on occasion, as required.