



## Position Description

### Web & IT Solutions Architect

#### Purpose of the position

We are looking for a savvy IT professional with website experience to guide the continuous improvement and maintenance of our digital infrastructure. You will see the “big picture” and create architectural approaches for website design and software integrations. Working with our Database Officer you will guide consultants and project staff in the ongoing improvement of our charitable websites, digital campaigning/fundraising tools and associated IT systems.

You will directly contribute to our vital work by helping our ocean conservation campaigns deliver impact online, and by working with our fundraising team to deliver a rewarding experience for our donors and sea guardians.

<b>Location:</b>	Brisbane
<b>Salary:</b>	\$65,000 - \$75,000 p.a. (pro-rata) dependent on skills and experience, plus Superannuation contributions of 10%.
<b>Hours:</b>	3 days/week (22.8hrs), occasional out of hours work required.
<b>Contract period:</b>	1 year with a view to extension, funding dependent.
<b>Accountability:</b>	The position reports to the Senior Communications Strategist and works closely with the Communications, Fundraising and Operations teams.

#### Primary Tasks & Responsibilities

##### Website Development & IT Solutions Architecture

- Oversee the configuration of AMCS websites, and their integrations with our donation systems, Salesforce NPSP database and marketing software.
- Collaborate with other staff to determine functional and non-functional requirements for new features.
- Make occasional changes to improve AMCS websites, delivering better outcomes for user, donor or administrator experience.
- Project manage the delivery of optimisations, improvements or new features.
- Manage relationships with IT suppliers and digital agencies on retainer to facilitate ongoing technical improvements and bug fixes.
- Advise on the development of new websites, apps or digital campaigns where appropriate.

## Technical Investigations

- Investigate and resolve technical errors, security flags and system roadblocks associated with the website and related integrations.
- Investigate new solutions and recommend optimisations to websites, monthly payment processing and associated systems.
- Work with the fundraising to deliver optimisations to improve the experience of donors and Sea Guardians (AMCS monthly donors).

## IT Security & Risk Management

- Monitor security risks and developments in cyber security.
- Implement the recommendations from AMCS IT security audits.
- Ensure best practice data protection measures are in place and utilised.
- Advise senior management on the implementation of security measures and policies to adhere to legislative requirements.

## Systems Management

- Oversee the configuration and software upkeep of AMCS website and associated integrations.
- Keep website domains, hosting and associated system licenses up to date.
- Investigate and maintain required software licenses.
- Project manage the migration of server data to the cloud.
- Train AMCS staff on website, fundraising and IT systems, and monitor compliance.
- Contribute to database/data tasks to support others as needed and capacity allows.

## Selection Criteria

### *Essential*

- Bachelor's Degree or Diploma in Computer Science, Computer Engineering, Systems Engineering, Website Development or commensurate level of training/experience.
- Minimum 2 years' experience in a similar role.
- Familiarity with HTML/CSS, JavaScript and UI/UX design.
- Experience in project management of technical development projects.
- Experience managing the integration of diverse technical systems (such as Wordpress, Salesforce, Salesforce NPSP, FormAssembly, Chargent or Campaign Monitor).
- Ability to uphold the AMCS values and work in a positive constructive manner with a multidisciplinary team.

### *Desirable*

- Knowledge of how to interact with RESTful APIs and formats (JSON, XML) desirable.
- Experience working with campaigns or non-profit organisations to set up and optimise systems to support innovative digital campaigns would be advantageous.

Please note: Applicants must have the right to work in Australia for the duration of the contract.

## About AMCS

The Australian Marine Conservation Society is the voice for Australia's oceans. We are an independent not-for profit charity, working on the big issues concerning the sea.

We protect marine wildlife, make our fisheries sustainable and create marine sanctuaries, places in the sea where our wildlife is safe from harm. We do this by creating social, legislative and policy change. Our committed group of professional and passionate scientists, educators and advocates has defended Australia's oceans for over 50 years.

### Our Values

*Integrity. We are trusted, credible, independent and ethical in our actions.*

*Courage. We are brave, respectful and honest advocates for marine life.*

*Passion. We demonstrate commitment to and care for our oceans in all we do.*

*Solidarity. We work together, embracing equity, diversity and inclusivity.*

*Effectiveness. We are driven, professional, agile and resilient, working to deliver the best outcomes for Australia's people and wildlife.*

Find out more about AMCS at [marineconservation.org.au](http://marineconservation.org.au)

## Application details

Applications close 9am Sharp, AEST on Tuesday 3rd December 2019.

Applications **must** include your current CV and a cover letter briefly addressing the essential selection criteria (maximum 2 pages). Please send your application to [recruitment@amcs.org.au](mailto:recruitment@amcs.org.au)

AMCS is an equal opportunities employer. Indigenous Australians are encouraged to apply. Applicants must have the right to work in Australia.

For more information about the position contact Shane Cucow, AMCS Senior Communications Strategist via email [shanecucow@amcs.org.au](mailto:shanecucow@amcs.org.au) or 07 3846 6777.