DUTY STATEMENT

Digital, Web & Applications Specialist

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to

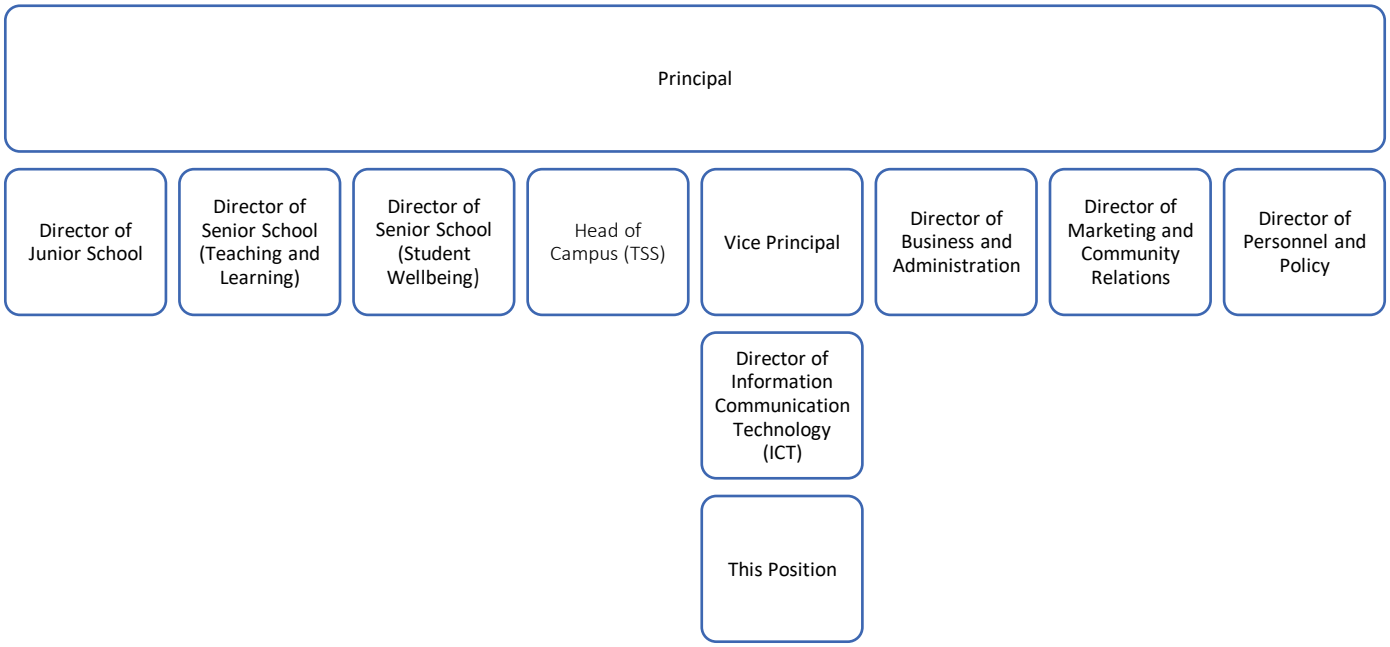
Position Purpose

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

The Digital, Web & Application Specialist is a member of the ICT team and supports the College's digital presence, application suite and technology enabled workflows. The role combines creative design, web and technical capability, application support and stakeholder engagement to improve the College's websites, intranet, digital content, learning platforms and applications. Working with academic staff, business owners, and students, the role delivers secure and accessible solutions that support teaching and learning and improve the experience of the wider College community.

Organisation Structure



Key Responsibilities

As part of the ICT team, the Digital, Web & Application Specialist supports the College's websites, digital content, learning platforms and selected applications. The role contributes to digital workflows, process improvement and approved automation solutions, which may include appropriate use of AI. It also provides user support, documentation and training, and assists with the delivery of digital projects.

Digital Design & Content

a) Work collaboratively with ICT, Community Relations, educators and administrative staff to identify and deliver effective digital solutions.

b) Develop and maintain practical guides, standards and knowledge base content for digital tools and platforms

Web, Intranet & Learning Platforms

a) Support Community Relations in the design, maintenance and continuous improvement of college websites, ensuring a high standard of functionality, accessibility and experience for the College community.

b) Apply responsive web design practices so College websites and digital content work effectively across desktop, tablet and mobile devices.

c) Support Community Relations and external providers with search engine optimisation, web analytics and improvements to the performance and visibility of college web platforms.

d) Maintain knowledge of current web-design, accessibility and UX/UI practices, and regularly review College sites to keep them contemporary, effective and easy to use.

e) Contribute to the ongoing development of the College intranet and support its day-to-day operation as a reliable source of current information and resources for staff and students.

f) Work with departments and content owners to improve communication and resource sharing through the intranet and ensure content is accurate, consistent and easy to find.

Application Suite Support & Improvement

a) Support selected applications within the College application suite as part of the ICT team, working with system owners and vendors on configuration, content, access, integrations, testing and issue resolution within agreed responsibilities.

b) Act as a bridge between users and technical teams by gathering requirements, documenting current processes, triaging issues and translating needs into practical improvements.

c) Identify manual, paper-based and repetitive processes suitable for digitisation, and redesign them as efficient digital workflows.

d) Design, build, test, document and maintain approved solutions using Microsoft Power Apps, Power Automate, Forms, SharePoint and other Microsoft 365 capabilities.

e) Assist with application implementation, upgrades, user acceptance testing, release communications, adoption and post-implementation review.

f) Develop user guides, training and self-service resources, and provide responsive support to staff and students.

g) Monitor application and workflow usage and feedback to identify duplication, usability issues, process improvements and further opportunities for automation.

Digital Solutions & Automation

a) Identify opportunities to use digital workflows and automation to improve learning support, communications, service delivery and administrative processes.

b) Design, test, document and maintain approved Microsoft Power Apps solutions, Power Automate workflows and integrations with business owners, academic and administrative staff, students and other users.

c) Where appropriate, assist with approved AI-enabled features or tools as part of broader digital solutions, applying College requirements for privacy, security, accuracy and responsible use.

User Experience, accessibility & Adoption

a) Research user needs and regularly assess and improve the experience across digital platforms and applications.

b) Ensure digital content and interfaces meet relevant accessibility standards and support inclusive participation.

c) Plan communications, training and change activities that encourage confident, safe and effective adoption.

Governance, Security & Delivery

a) Apply ICT standards and work with relevant stakeholders to protect College data and digital assets, ensuring solutions comply with legislation, policy, security, privacy, records and data-governance requirements.

b) Contribute to digital and application projects from discovery to implementation, with clear scope, priorities, testing, documentation, timelines, risks and benefits.

c) Coordinate vendors and contractors, contribute to solution evaluation and procurement, and support sustainable handover and ongoing operation.

d) Monitor usage, service performance and user engagement, and provide concise reporting and recommendations for continuous improvement.

e) Work under the direction of the Director of ICT and collaborate with Community Relations, academic and administrative leaders, and other stakeholders to align initiatives with College strategy and educational objectives.

Staff Expectations

a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with ASC's professional standards and being supportive of the Anglican ethos of our College.

b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the College.

c) Operate as a 'team player' always and fully support the Principal, Executive Team and activities of the College.

d) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.

e) Assist with the cocurricular program of the College, interacting with students in activities outside the set daily timetable.

f) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.

g) Maintain professional confidentiality concerning information about staff and/or students.

h) Strive to implement productivity, quality, and service improvements on a continual basis.

i) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.

j) Comply with Occupational Safety and Health requirements in the workplace.

k) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.

l) On occasions, you may be directed to undertake other duties as required.

The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.

October 2026

ERIC: our College values of empathy, respect, integrity and courage

Selection Criteria

Essential

- Demonstrated experience in digital and web design, content management and development using relevant technologies and platforms, such as HTML, CSS, JavaScript and content management systems.
- Proficiency in graphic design and multimedia content creation using tools such as Adobe Creative Cloud.
- Experience supporting business or education applications, including requirements gathering, configuration, testing, documentation, user support and continuous improvement.
- Demonstrated ability to analyse and digitise manual processes and develop effective digital workflows using Microsoft Power Apps, Power Automate and related Microsoft 365 services.
- Sound understanding of privacy, cyber security, data governance, accessibility and responsible technology use.
- Strong understanding of UX/UI principles and the ability to design inclusive, accessible and user-centred experiences.
- Excellent communication, collaboration and problem-solving skills, including the ability to explain technical concepts to non-technical users.
- Demonstrated ability to manage multiple projects, priorities and stakeholders and deliver agreed outcomes within deadlines.

Desirable

- Relevant tertiary qualification or equivalent professional experience in digital design, web development, information technology, application support or a related discipline.
- Experience in an educational environment and knowledge of learning platforms and education technology.
- Experience with the Microsoft Power Platform, including Power Apps and Power Automate, as well as APIs, integrations and low-code/no-code development. Familiarity with approved AI-enabled features is advantageous.
- Ability to train and support non-technical users and contribute to effective technology adoption and change management.
- Experience in web analytics, digital measurement or benefits reporting.