Digital, Web & Applications Specialist

(FIXED-TERM, PART-TIME AT 0.6 FTE)

Role Highlights

- Diverse role combining web, applications, digital content and process improvement.
- Opportunity to deliver impactful digital solutions that support teaching, learning and College operations.
- Work with modern Microsoft 365 technologies including Power Apps, Power Automate and AI-enabled solutions.
- Collaborate across ICT, Community Relations, academic and administrative teams

The Role

As the Digital, Web & Applications Specialist, you will play a key role in supporting the College's digital presence, application suite and technology-enabled workflows. Working as part of the ICT team, you will combine creative design, web expertise, application support and digital innovation to improve the College's websites, intranet, learning platforms and business systems.

The role offers a unique opportunity to work across both technical and creative disciplines, delivering practical digital solutions that enhance the experience of students, staff and parents. You will contribute to process improvement initiatives, application enhancement projects, workflow automation and user adoption activities while ensuring solutions remain secure, accessible and aligned with College priorities

Key Responsibilities:

- Support and enhance the College's websites, intranet and digital platforms.
- Design and maintain digital content that aligns with College branding and communication objectives.
- Support selected applications within the College technology ecosystem, including configuration, testing, documentation and user support.
- Analyse and improve manual and paper-based processes through effective digital workflows.
- Develop solutions using Microsoft Power Apps, Power Automate, SharePoint and other Microsoft 365 technologies.
- Assist with digital projects, application implementations and system improvements.
- Develop user guides, training resources and support materials.
- Promote accessibility, usability and positive user experiences across digital platforms.
- Contribute to digital governance, cybersecurity, privacy and responsible technology practices.
- Identify opportunities to leverage automation and approved AI-enabled technologies to improve services and operational efficiency

About You

The successful candidate will bring a blend of creativity, technical capability and strong stakeholder engagement skills. You will have experience working with digital platforms, websites and applications, along with the ability to translate user needs into practical and effective solutions.

You will be comfortable working across multiple projects, collaborating with both technical and non-technical stakeholders, and supporting the adoption of new technologies. Experience with Microsoft 365, Power Apps, Power Automate, application support, web technologies and digital content management will be highly regarded.

Essential Criteria

- Experience in digital and web design, content management and development using relevant technologies and platforms.
- Experience supporting business or education applications, including testing, configuration, documentation and user support.
- Demonstrated ability to develop digital workflows and process improvements using Microsoft Power Platform technologies.
- Strong understanding of UX/UI principles, accessibility and user-centred design.
- Knowledge of privacy, cybersecurity and data governance principles.
- Excellent communication, collaboration and stakeholder management skills.
- Ability to manage multiple priorities and deliver outcomes within agreed timelines.

Desirable Criteria

- Relevant qualification in digital design, web development, information technology or a related field.
- Experience within an educational environment.
- Experience with Microsoft Power Apps, Power Automate, integrations and low-code development.
- Experience supporting technology adoption, training and change management.
- Experience with web analytics, digital measurement or reporting

About All Saints'

All Saints' College is one of WA's leading coeducational independent schools, catering to students from Kindergarten to Year 12. With a focus on developing students as individuals to become confident global citizens, the College's innovative and future-focused approach to education allows students and staff to explore diverse pathways and opportunities.

Situated on Gabbiljee (Bull Creek), the College's vast and landscaped 19-hectare property features state-of-the-art facilities, integrated natural environments, contemporary learning spaces, and unique community spaces for connecting and sharing, including the College café, Wanju. ASC staff members form a core part of the diverse and welcoming College community, and, along with our students, parents and community members, contribute to that 'All Saints' feeling'—where diversity is celebrated, individuals bring their best selves, and learning through failing (or 'flearning') is encouraged.

The Benefits

We're committed to creating a workplace where talented people feel supported, valued, and inspired to thrive. That's why we offer a comprehensive suite of benefits designed to enhance your wellbeing, reward your contribution, and support your life both inside and outside of work. From financial advantages and generous leave entitlements to professional growth opportunities and a vibrant staff community, our benefits reflect our dedication to attracting and retaining exceptional staff.

- Enjoy extensive paid parental leave and long service leave entitlements
- Benefit from additional leave over Christmas and New Year, beyond your annual leave (non-term time staff)
- Convenient free onsite parking for all staff
- Restless Curiosity and Professional Development opportunities
- Discretionary two-hour scheme to help manage essential appointments during the workday
- Engage in regular social and wellbeing activities and events
- Free wellbeing support with access to employee assistance program
- Staff savings with third parties such as Paywise, HBF, Westpac and Flight Centre

Our vision

Making a positive difference in our world.

Our mission

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 worthwhile service to the local and global communities.

Our values

Empathy: seeking to understand the perspective and experience of others
Respect: for self and others, for community and environment
Integrity: acting with moral strength and grace, guided by humility and compassion
Courage: to be our best selves

How to Apply

A one-page cover letter, addressed to the Director of ICT, and an up-to-date CV submitted via the Apply button.

Applications for this position will close no later than 1pm 13 November, however, applications will be shortlisted as they are received, and the ad will be closed once a suitable applicant has been identified. Therefore, we encourage you to apply early.

Further Information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: https://allsaints.wa.edu.au/employment/

For role-specific questions, please contact Christopher Babbage, Director of ICT, on (08) 9313 9333 for a confidential discussion.