



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Role Title:	Front End Developer
Department:	<i>Proclaim</i> : The Office for Mission Renewal
Location:	East Melbourne
Employment Status:	Permanent Ongoing Full Time
Reports to:	KWL Office Team Leader

2. POSITION PURPOSE

To research, develop and maintain the '*To Know, Worship & Love*' (KWL) digital religious education resource and enhance the experience of students at Catholic Schools using innovative and engaging User Interface offerings and incorporating pedagogical techniques to deliver a more interactive learning experience. The Front-End Developer is responsible for web mechanics, innovation, research and development pertaining to KWL Digital content for the purposes of enhancing and adding value to the digital resource including:

- Development and delivery of new and revised content (front end) delivery technology for the production of '*To Know, Worship & Love*' (KWL) Religious Education resource.
- Facilitating a collaborative relationship with the Full Stack Developer and Digital Designers to create engaging content that utilise modern front-end technologies to maximise user engagement and immersion into the digital learning concepts and modules.
- Contributing to a team environment that fosters best practice in the production of visual design concepts and mechanisms.
- Ensuring the development and production of the team is agile, flexible and responsive in facilitating their missionary orientation toward, and in support of, parishes and communities.

3. ORGANISATIONAL DESCRIPTION

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support to 207 parishes and over 333 schools.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

4. KEY ACCOUNTABILITIES

1. Content Creation
 - Work collaboratively with content (text) contributors to design content templates that employ modern and engaging mechanisms to create effective and visually engaging Religious Education (Digital) learning objects.
 - Assist in conceptualising written content from text contributors or existing products for the creation of drafts, storyboards or prototypes.
 - Collaborate with the Full Stack Developer and Digital Designers on the mechanics of new assets such as templates, interactive content and Religious Education (Digital) learning objects.
 - Research and learn modern front-end web design methods and trends in relation to business products.
2. Product Management
 - Collaborate with the Team Leader, Full Stack Developer and Digital Designers on the strategy of future products.
 - Planning what and how products will be delivered within the given timeline.
 - Provide feedback and information to the Full Stack Developer on new initiatives and help prioritise these for business goals.
 - Assistance with management of kwl.com.au assets and design including all page creation and changes.
3. Health & Safety
 - Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

5. JOB COMPETENCIES

- Strong proficiency in HTML, CSS, JavaScript, TypeScript, AngularJS, React, jQuery, Bootstrap and other similar web front-end technologies.
- Experience in UX and UI front-end web development with ability to apply interactive design principles for websites and web applications.
- Strong understanding csv, xlsx, json and xml file formats.
- Ability to use (or learn) Regular Expressions to identify and manipulate code.
- Understanding of the principles of databases and data structures.
- Experience in creating and deploying websites, using a common CMS such as WordPress, facilitating analytics, theme customisation and client hand over.
- Expertise in translating business requirements into technical design, having the ability to take insights and translate to wireframes, prototypes and production deployment.
- National Police record check. (essential)
- Working with Children check. (essential)

Highly favoured additional skills

- Digital Design experience with knowledge of Adobe CC, specifically Illustrator, After Effects, Indesign, Photoshop and Premiere.
- Motion graphics and animation software and technologies.

6. PERSONAL COMPETENCIES

- Qualification in Front-End Development or relevant industry experience.

- Ability to research, learn and implement new and emerging technologies
- Possess high problem solving and analytical skills
- Support the teachings of the Church and the ethos of Archdiocese with a motivation to work within the Church environment and possess a strong commitment to its values.
- Sound time-management skills and ability to prioritise.
- Excellent verbal and written, interpersonal and communication skills.
- Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne.
- High level of integrity, honest and confidentiality, with an awareness and appreciation to Catholic Social Teaching.
- High level of attention to detail, quality and accuracy.
- Ability to multi-task and work quickly and efficiently.

7. INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. **Are committed to justice and equity**
2. **Uphold the dignity of all people and their right to respect**
3. **Are committed to safe and supportive relationships**
4. **Reach out to those who are poor, alienated and marginalised**
5. **Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
- Flexible and agile in how to respond to ever changing needs
- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care

8. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Product Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Date _____

Employee Signature _____