



# Australian General Practice Network

## Web Administration Officer

August 2010

The Australian General Practice Network (AGPN) is a national Canberra based organisation established in 1998 to support the 111 general practice networks and eight state based organisations which cover Australia.

AGPN is funded under the Divisions of General Practice Program, and is an integral component of the Australian Government's general practice policy.

AGPN's vision is for a high performing connected primary health care (PHC) system that delivers quality care for all Australians. AGPN has three key result areas:

- Outcome 1: The obvious first choice for primary health care solutions
- Outcome 2: A demonstrably high performing network
- Outcome 3: A unified network

AGPN's team comprises core administrative staff, policy advisers, principal network advisers and network support officers (approx 30 staff) who are highly motivated, adaptable and multi-skilled employees.

### Organisational values:

All staff at AGPN are required to operate in accordance with the organisation's values, to ensure that we act and relate with **PRIDE** in all that we do:

- **P**assion, **R**espect, **I**ntegrity, **D**aring and **E**xcellence
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### Position Description

The Web Administration Officer will work with AGPN staff and network stakeholders to ensure the ongoing maintenance and administration of the AGPN website.

### Knowledge, Education, Experience and Key Attributes

#### Essential

- Experience in content management systems and their application.
- An applied understanding of HTML and CSS

#### Desirable

- AGPN uses the MySource Matrix Content Management System. Previous experience with this CMS will be highly valued, but not essential.
- Experience in using PHP, Javascript and Flash action script are desirable.

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**Delivering local health solutions through general practice**

*AGPN acknowledges the financial support of the Australian Government Department of Health and Ageing*

- Ability to educate and support staff with effective use of web channel and tools in use

Previous experience in training and educating others on use of Content Management Systems also would be highly valued, especially in the role of distributed authorship models.

### **Key Responsibilities**

- Maintain and administer all aspects of AGPN's website and support related online platforms
- Implement a systematic approach and education processes to ensure staff maintain the currency of website content and central authoring model
- Upload content and administrative changes on the site as required eg. Key high traffic areas of site, user management and support key initiatives
- Upload content into web-based template publications such as Mid Week Facts, eBulletins etc and distribute as necessary
- Educate and train staff to enable them to contribute to content updates (subject to authorisation rules)
- Ensure website follows AGPN's strategic intent and conforms to our brand and style guide
- Maximise functional capacity of the website as required

### **Selection Criteria**

The following specific selection criteria must be addressed by candidates. All applications should address each of the following criteria:

1. Experience in content management systems and their application
2. Solid understanding of web technologies including HTML and CSS
3. Good general understanding of technological trends and emerging issues relating to information management and application within the web
4. Ability to contribute to skills development of other staff in relation to use of the website, including content updates and authoring content
5. Personal skills of flexibility, initiative, self-motivation and the ability to work effectively in a team environment

### **Terms of Employment and Remuneration**

- The *Web Administration Officer* will be appointed for a 12 month period. Continuation of employment is subject to ongoing funding from the Department of Health and Ageing.
- Salary will be negotiated commensurate with skills, experience and qualifications.

- Superannuation benefits will be in accordance with the provisions of Federal Superannuation Guarantee legislation. Flexible remuneration packaging will also be offered.
- The *Web Administration Officer* may be required to undertake some work outside of standard hours. It is expected that the position will require some inter and intra-state travel.

## How to Apply

Please forward your resume, a covering letter and contact details for three referees.

**By Email:** [mconroy@agpn.com.au](mailto:mconroy@agpn.com.au)

**By Mail:** PO Box 4308 Manuka ACT 2603

**Applications close:** Friday 3 September 2010

For further information please contact Craig Szucs on 02 6228 0800

Website: [www.agpn.com.au](http://www.agpn.com.au)

## PRIDE: Our values in action

Our values guide the way in which we work together – internally and externally – for the greater benefit of AGPN, the General Practice Network, and the health and well being of the people of Australia. We act and relate with **PRIDE** in all that we do.

- **Passion:** we are passionate about our purpose and the contribution we can make to improve the health and wellbeing of the Australian community through the General Practice Network. This is demonstrated in the way we approach our day to day, and longer term, tasks and responsibilities.
- **Respect:** recognises the value and dignity of every person who associates with us. It is our responsibility to treat all with whom we come into contact with justice and compassion no matter what the circumstances, and we are prepared to stand up for what we believe and challenge behaviour which is contrary to our values.
- **Integrity:** demonstrates that we are open and honest in the way we deal with each other and with others, that we accept responsibility and differences of opinion, are willing to share information and knowledge, and display loyalty and commitment in our roles.
- **Daring:** recognises that we act with courage, that we are willing to take or seek out risks in the interests of the overall good of the organisation and those we are here to serve, and that we are bold and adventurous in our ideas, our approaches, and our execution of actions.
- **Excellence:** recognises we are responsible for ensuring a high performing organisation which has a focus on continuous improvement and quality; developing the skills, competencies and talents of those who work for AGPN; caring for the environment; and handing on a sustainable legacy to those who come after us.

