Position Description

Position Details

Position Title: Senior Web Developer  
Division: Operation and Planning  
Department: IT Services  
Campus Location: Based in Ho Chi Minh City but may be required to work at other campuses of RMIT Vietnam.  
Job Grade / Classification: PSV05  
Time Fraction: Full-Time

RMIT University

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia’s original educational institutions founded in 1887, RMIT is now the nation’s largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs.

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city’s northern suburbs – and campuses in Hanoi and Ho Chi Minh City in Vietnam. With significant partnerships in Hong Kong, China, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University’s total student population of 74,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures, and is ranked in the top 100 universities in the world for engineering and technology in the 2010 QS World University Rankings. [www.rmit.edu.au](http://www.rmit.edu.au)

RMIT Vietnam

RMIT International University Vietnam is an Asian campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. It is committed to providing internationally recognised high-quality education and professional training for its students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam assists in the development of human resources in Vietnam and the region by providing opportunities for students from around the world to belong to an international educational community that supports them to achieve their potential in an increasingly globalised world.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. RMIT Vietnam is an English speaking university and all teaching is in English.

[www.rmit.edu.vn](http://www.rmit.edu.vn)
Position Summary

The Senior Web Developer is accountable for the effective development and support of RMIT’s websites and various web-based applications.

Reporting Lines

Reports operationally to: Senior Project Manager

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Key Accountabilities

1. Provide technical advice and support to ITS staff
2. Liaise with ITS operations, Project Management Office (PMO), Customer Services (CS) and other key departments and other functions on projects and operational work as required.
3. Advise and guide clients in the best use of application hardware and software;
4. Provide a range of software technical services to support the development, implementation and production operations of existing and new corporate applications.
5. Participate in large-scale business applications design, development, implementation and support projects.
6. Undertake specific technical tasks in the support and maintenance of applications as directed.
7. Evaluate and report on the status of designated corporate application systems and carry out performance tuning.
8. Develop and maintain system documentation as directed.
9. Lead the technical aspects of large-scale business applications development, implementation and support projects;
10. Undertake specific high-level technical tasks in the support and maintenance of applications as directed;
11. Ensure technical support services required by designated systems meets or exceed client service provision agreements.
12. Respond in a timely manner to requests from the ITS Help Desk and end users for investigation, correction or prevention of escalation in technical problems.
13. Provide after-hours support as required.

Key Selection Criteria

A: Qualifications and Pre-requisites

Mandatory

Tertiary qualifications in a business or computing discipline, or equivalent industry experience

If English is not your first language, then evidence is required to demonstrate a minimum English language proficiency standard at a BULATS Upper Intermediate level- equivalent to IELTS (General) 4.5-5.5

Preferred

B: Employment/Professional Experience

Mandatory

1. Demonstrated experience in enterprise application software development, including: design, development, testing, implementation, documentation and support - A in-depth understanding of the SDLC
2. Experience in developing applications and providing application support services in the following areas:
• Application development (PHP, Javascript, HTML, Ajax)
• Application interface and systems integration
• Database technologies (MS SQL, MySQL, MS Access, Oracle);
• 3rd party packaged applications

Preferred
1. 4+ years experience of software development experience
2. Experience with full cycle development of Web Based Applications and CMS

C: Competencies - skills, knowledge, abilities

Essential
1. Proven ability to prioritise tasks and work to strict deadlines
2. Demonstrated ability to work effectively under pressure and manage complex tasks using project management best practice.
3. Proven ability to debug or troubleshoot complex problems while providing effective progress communications and fault escalation procedures.
4. Proven ability to successfully participate as a productive team member, project leader / mentor or work autonomously as required.

Desirable
Excellent interpersonal and written communication skills.

Note:
For foreign staff, appointment to this position is subject to the ability to obtain a Vietnamese work permit. For all staff, appointment is subject to satisfying the English language standards relevant to the position.

This position description is current as at the date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

Endorsed:
Name: 
Title: 
Date: 

Approved:
Name: 
Title: 
Date: 

Signature: 

Signature: 

RMIT Vietnam 
Senior Web Developer 
IT Services 
June 2012