

POSITION DESCRIPTION

Position: Front-End Designer (INFO.67)
Reports To: Manager, Digital Services, IT
Classification: Band E

CANCER COUNCIL VICTORIA

Every year, more than 35,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

DIVISION SUMMARY

The Corporate Services Division incorporates governance, finance, legal, risk, information technology, property and logistics. The focus of the Division is to ensure Cancer Council's Corporate Services operate to the highest standards of efficiency and effectiveness to ensure compliance and support the organisation to deliver on its Strategic Priorities. The Division also works to ensure the protection and optimisation of the Council's financial and business assets, and reputation.

Information Technology (IT) is part of the Corporate Services Division. The IT team manages and provides strategy, project management, technical support and services for information and communication technologies to all Cancer Council divisions. The IT team plans technology change initiatives in line with organisational technology strategy.

As a department, it develops software platforms, supports and enhances software solutions, maintains information technology security, delivers programs of work, implements and maintains the infrastructure of computing, telephony and communications hardware, software and network components, and assists divisions throughout the organisation to realise their strategic business objectives.

POSITION SUMMARY

As part of Digital Services team, the Front-End Designer will bridge the divide between the design and development worlds. Our digital ecosystem is considered as a frontline experience for Victorians who are affected by cancer. This role will play a critical function to design and build a respectful and effortless experience for them.

This role will maintain the Content Management System's (CMS) integrity as well as act as the Council Council Victoria's design system's consistency and quality of content through-out all public facing websites.

The Front-End Designer will also collaborate often with content writer, UX designer and creative design in day-to-day operation.

RESPONSIBILITIES

Front-End Development

- Participate and contribute to the team scrum board to review to prioritise and action development tasks
- Build and develop HTML5, SCSS, CSS3, JavaScript web assets including theme templates, web pages and related outputs
- Integrate front-end design and functionality into CMS (.NET) templates
- Optimise and refine code using SASS, minify and other best practices techniques
- Ensure cross-browser compatibility for all finished outputs
- Utilise design system to maintain build and interaction consistency across the site
- Build bespoke campaign and landing pages to make campaign creative comes live
- Design and integrate Google Analytics custom event and tracking

Content and UX best practices

- Day to day application of UX and design best practices through your UI build
- Apply and adopt modern Front-End and JS framework (e.g. Material Design, Bootstrap, etc)
- Ensure pages and templates are mobile-first and responsive
- Craft testing procedures to ensure content, analytics tracking codes and SEO attributes are accurate before publishing.
- Assist the organisation in providing best practices and functional guidance to determine the most suitable format to present information to our audiences.

Stakeholder Engagement

- Participate in working group to deliver required web experience component
- Collaborate effectively with marketing, designers and Subject Matter Expertise across different division in identifying and developing best digital experiences
- Build and maintain strong working relationships with staff within Corporate Services, as well as other CCV Divisions and teams
- Liaise with external stakeholders when required
- Participate in IT and divisional meetings and contribute to the implementation and reporting on actions identified

- Provide best possible solution and communicate it efficiently with stakeholders

KEY SELECTION CRITERIA

Essential Criteria

Qualifications, Experience, Knowledge and Skills

- Relevant tertiary degree in Computing or related field and/or experience in Digital Design and Development
- Significant experience working in a developer role with advanced competency in HTML5, SCSS, CSS3, including integration with CMS templates
- Extensive experience on working with enterprise CMS
- Strong understanding of JavaScript
- Strong practical experience in mobile-first and responsive design
- Considerable experience in UX / digital design or related discipline
- Effective communication and interpersonal skills, including the ability to develop and maintain strong collaborative relationships with engineers, developers and SMEs
- Proven organisational and time management skills, including the ability to work autonomously and meet deadlines
- Strong ability to identify and resolve complex problems in a timely manner

Desirable Criteria

- Experience on working in Agile delivery team
- Agency experience
- Basic knowledge of .NET framework
- Experience of using Figma, Adobe XD or other related software
- Previously work with CM3 ACORA CMS

Special Requirements

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check