



CCEA Job Description

Post: Multimedia Web Developer
Department: Multimedia
Grade: Executive Officer (EO)
Reports To: Project Managers – CCEA | Multimedia

1 Scope

The Multimedia Web Developer carries a broad range of key operational and responsibilities within the Multimedia Business Unit. All activities of the post holder will support the achievement of Section, Team, Business Unit and Corporate objectives.

2 Key corporate responsibilities

- 2.1 To contribute fully, at the appropriate level, to the operations of the relevant Business Unit in order to achieve the objectives of CCEA's Corporate and Operational Plans.
- 2.2 To contribute fully, at the appropriate level, within the relevant Business Unit to CCEA's
- (i) accountability and performance management framework;
 - (ii) risk management framework;
 - (iii) quality management framework; and,
 - (iv) communications management framework.

The post holder will ensure the compliance of self and, where appropriate, others with these frameworks, such that they support the achievement of CCEA's Corporate and Operational objectives.

- 2.3 To assist the relevant line management, Business Unit Manager, Director and Executive Team in supporting the functions and responsibilities of CCEA and all of its committees.
- 2.4 To ensure as appropriate to the level of the post that CCEA secures value for money from the resources available to it.
- 2.5 To ensure, as appropriate to the level of the post, that CCEA operates an effective and transparent system of decision-making which includes a robust challenge function at all levels.
- 2.6 To contribute fully, as consistent with the scope of this role, to the full range of the Business Unit's work in relation to business improvement models

including ISO, liP and Customer Excellence, taking ownership, where applicable, for formal documentation, policies, practices, procedures, records, reports and statistical information. The post holder will be required to identify measures and targets to develop meaningful approaches to benchmarking consistent with a culture of continuous improvement.

- 2.7 To be responsible for maintaining CCEA records in accordance with the ISO Overview Procedure and to become familiar with records management practices and the implication of the Freedom of Information (FoI) and Data Protection (DP) Acts.
- 2.8 To contribute to the effective discharge of the Section 75 duties in line with CCEA's Equality Scheme
- 2.9 To carry out any other duties, falling reasonably within the competence and capability of the post holder, to support the achievement of CCEA's objectives as directed by line management, Business Unit Managers and Executive Team.

3 Key Accountabilities

The post holder will:

- 3.1 Provide technical multimedia support to ensure CCEA Multimedia delivers quality products that meet customer needs.
- 3.2 Ensure timely and cost effective solutions are delivered using the resources available.
- 3.3 Assist in the development solutions for internal and external customers.
- 3.4 Keep abreast of all multimedia technologies that CCEA can employ usefully to the advantage of our stakeholders.
- 3.5 Take full ownership of specified elements of CCEA's Multimedia project activity, as directed by the project managers.
- 3.6 Co-ordinate work as directed by the project teams to ensure that the objectives and timescales of the approved project plans are met.
- 3.7 Pursue training and development opportunities, to ensure that skills sets meet current creative and technological market demands.
- 3.8 Identify and recognise barriers to project progress and completion of milestones and deliverables, ensuring remedial action is implemented with reference to the relevant internal and/or external stakeholders.
- 3.9 Contribute fully as consistent with the scope of this role to the full range of the directorate's work in relation to ISO, EFQM and liP, taking ownership, where applicable, for formal documentation, policies, practices, procedures, records,

reports and statistical information. The postholder will be required to identify meaningful measures and targets and to develop meaningful approaches to benchmarking consistent with a culture of continuous improvement.

- 3.10 Be responsible for maintaining CCEA records in accordance with good records management practice by fully ensuring that information is recorded, stored, managed and disposed of both effectively and legally, in accordance with CCEA's Retention and Disposal Schedule.
- 3.11 Become familiar with records management practices and the implication of the Freedom of Information (Fol) and Data Protection (DP) Acts. To be aware what records and information are held by the team/section, where it is stored and how long it should be held before destruction.

4 Key people management responsibilities

The post is not a line management role.

However, the post-holder will:

- 4.1 co-ordinate and monitor the output and work of others in relation to work within and outside the business unit;
- 4.2 have due regard at all times for the health and safety of self and others within the relevant section, team, Business Unit and organisation in general.

5 Key financial management responsibilities

- 5.1 The post holder will have no direct responsibility for the Multimedia Business Unit budget however; the post holder will monitor and report on aspects of budgetary control in relation to the scope of this role.