



# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and Economic Development

**Division:** Revenue Management Group

**Business Unit:** Business Systems

**Position Title:** Website Technology Specialist

**Position Requirements:** N/A

**Position Number:** P71527

**Classification:** Information Technology Officer 1

**Location:** Civic

**Security Clearance Required:** No

**Last Reviewed:** May 2026

## DIRECTORATE OVERVIEW

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The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

## DIVISION OVERVIEW

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Revenue Management (the ACT Revenue Office) is responsible for providing advice on revenue and taxation administration; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land taxes including valuations, remissions and rebates (pensioners); administering concessions and grants in the ACT; and administering the Home Loan Portfolio. The Commissioner for ACT Revenue is a statutory position appointed, under the *Taxation Administration Act 1999*, by the Treasurer.

## BUSINESS UNIT OVERVIEW

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The Business Systems Unit provides support to the ACT Revenue Office by managing its IT systems and associated interfaces. The unit leads the ACT Revenue Office in the development of new software through an agile development/operations environment to meet business demand and to assist with the implementation of taxation reforms. The unit has carriage of the program-of-works

published in the ACT Revenue Office Digital Plan. This encompasses digital services, business process reengineering, supporting business intelligence and working closely with Digital, Data and Technology Solutions and software vendors. The unit is staffed with high performing individuals across multiple skillsets including digital service delivery, quality assurance, incident management, reporting, training, change and communications.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

## **POSITION OVERVIEW**

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The Website Technology Specialist plays a key role in the day-to-day management of the ACT Revenue Office website and supports continuous improvements as part of ACT Revenue Office's Website Redevelopment Project. This is a hands-on role responsible for delivering content updates, maintaining and applying the ACT Design System within Squiz Matrix, and assisting with the implementation of integrated web services in AWS OutSystems.

The position requires strong attention to detail, accessibility, compliance, and an understanding of user-centred design principles.

Reporting to the Product Manager, you will work in a fast-paced, multidisciplinary team in an agile work environment.

## **WHAT YOU WILL DO**

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Your primary focus will be on the management of the ACT Revenue Office website in Squiz Matrix and supporting ACT Revenue Office's Website Redevelopment Project.

You will:

1. Manage and update web content to adhere to the ACT Design System and accessibility standards (WCAG 2.1)
2. Apply design system components and templates, in adherence to design system standards
3. Manage forms, calculators and questionnaires in Squiz Matrix and in OutSystems
4. Collaborate with UX and QA teams to ensure usability, accessibility, and responsive design
5. Assist with BAU content updates where required, ensuring changes are reflected in both the live and sandbox environments
6. Configure site content to a high standard of quality

## **WHAT YOU REQUIRE**

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The following capabilities form the criteria required to perform the duties and responsibilities of the position.

### **Professional Skills and Knowledge**

1. Experience working with Squiz Matrix or similar CMS platforms.
2. Proficiency in HTML and CSS fundamentals
3. Understanding of accessibility standards (WCAG 2.1)
4. Familiarity with design systems and component-based websites
5. Strong attention to detail and ability to follow structured processes for content migration
6. Knowledge of SEO best practices and web performance optimisation is desirable
7. Working knowledge of low code software, such as OutSystems, is desirable

## **Behavioural Capabilities**

1. Contribute to delivering a high standard of customer and community focused service
2. Cultivate productive working relationships to achieve individual, team and/or organisational objectives
3. Operate within expected limits of behaviour and ethics with attention to important CMTEDD and ACT Public Service principles of open and accountable government

## **Compliance Requirements / Qualifications**

Applications will undergo a police check.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of (position number P71527) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Never
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never

Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Never