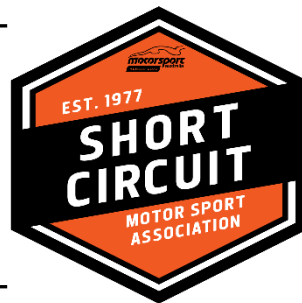


SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

Servicing motorsport in Queensland since 1977

President: Moss Lane
Vice-President: Dan O'Mara
Secretary: Charlotte Kelly
Treasurer: Cassie Lepp
ABN 52 502 752 630
www.scmsa.com.au



PO Box 2456
Toowoomba Qld 4350
Mobile: 0494 081 612
secretary@scmsa.com.au

Role Description: Web Administrator - Short Circuit Motor Sport Association Inc.

Purpose of the Role

The Web Administrator manages and maintains the Short Circuit Motor Sport Association Inc. (SCMSA) website to ensure its functionality, security, and relevance. This role includes collaborating with the Media & Merchandise Coordinator on website updates and changes, safeguarding sensitive information, and ensuring a professional and secure online presence.

Key Responsibilities

1. Website Management

- a. Regularly update website content, ensuring accuracy, relevance, and alignment with SCMSA's goals.
- b. Perform routine checks to maintain website functionality, security, and responsiveness across devices.
- c. Monitor website performance, troubleshoot issues, and implement solutions to improve user experience.

2. Collaboration with Media & Merchandise Coordinator

- a. Work closely with the Media & Merchandise Coordinator to implement website changes based on provided instructions.

Page 1 of 3

Clubs affiliated with SCMSA

Downs Motorsport Club - Lotus Club of Qld
Ipswich West Moreton Auto Club
Tamworth Sporting Car Club - Millmerran Auto Club



Funded by



Gambling

Community Benefit Fund

Queensland Government

- b. Support the integration of promotional materials, event information, and merchandise updates.
- c. Provide timely updates on progress and completion of requested changes.

3. Access and Support

- a. Provide access to relevant website information for team members requiring background work or system integration.
- b. Assist with technical queries related to the website or its components.

4. Privacy and Confidentiality

- a. Maintain the confidentiality of all sensitive information accessed during website administration.
- b. Adhere to SCMSA's policies on data privacy and ensure the website complies with applicable privacy regulations.
- c. Avoid sharing sensitive information with unauthorised individuals or parties.

5. System Security

- a. Implement and monitor security measures to protect the website from unauthorised access, cyber threats, and data breaches.
- b. Ensure website backups are performed regularly, and recovery plans are in place.

6. Technical Updates

- a. Keep the website's software, plugins, and integrations up to date to maintain functionality and security.
- b. Research and recommend new tools or features to enhance the website's effectiveness and user experience.

7. Reporting

- a. Provide regular reports on website performance, updates completed, and any issues encountered.
- b. Communicate potential website improvements or concerns to the Media & Merchandise Coordinator.

Key Behaviours

- **Professionalism:** Conduct all tasks with integrity and professionalism, upholding SCMSA's values, policies and procedures.
- **Confidentiality:** Prioritise the privacy of sensitive information and avoid discussing confidential matters.
- **Responsiveness:** Address website issues promptly and ensure updates are completed in a timely manner.
- **Attention to Detail:** Maintain high standards for accuracy, functionality, and presentation.
- **Collaboration:** Work effectively with the Media & Merchandise Coordinator working through any issues that might present themselves and function as a team.

Qualifications and Skills

- Experience in website administration and content management systems (CMS).
- Proficiency in web design, HTML, CSS, and basic programming (preferred).
- Familiarity with privacy regulations and best practices in website security.
- Strong problem-solving and communication skills.
- Ability to manage time effectively and prioritise tasks.

Clubs affiliated with SCMSA