

Human Resources

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of

Senior Web Designer EHA0568-0919

The post holder will be:

Reporting to Head of Web Services

Accountable to Director of IT Services

Main Purpose of the Post

An essential role within the Web Services Division of IT Services department, the post holder will lead on the design of the University's web presence to ensure an excellent online visual identity for the University and enhance usability and accessibility. In addition, the post holder will utilise their significant frontend development expertise to deliver a more innovative, interactive and customised experience for all users. To achieve this, the post holder will manage the activities of the Web Services Design Team and have lead responsibility for the management and development of all web design related projects.

An experienced and skilled designer, the candidate will work on his/her own initiative and be responsible for developing projects from project plan stage to completion.

Excellent demonstrable design skills are required along with the ability to lead and manage a project team. You will have significant experience developing complex dynamic web sites and managing these projects from conception to publication. To complement your skills, you will have strong project management and all-round communications skills along with a professional, pro-active and customer focused approach.

Main duties of the post:

1. Lead responsibility for the management and development of all University-wide web design related projects.
2. To manage the activities of the Web Services Design Team.

3. To analyse requirements and develop project plans for web design projects as defined by the Head of Web Services.
4. To develop and implement frontend websites, systems and services utilising technically complex solutions as required.
5. To ensure an excellent online visual identity and enhance usability and accessibility of the University's web site(s) exploiting the use of new technologies and innovative approaches where appropriate.
6. Research, investigation, evaluation and analysis of potential in-house and/or bespoke web design technologies.
7. To act as key contact with Student Marketing and across the University to further develop the Edge Hill online brand, and pro-actively contribute to the creative promotion of the University on the web.
8. Presentation of project proposals and provision of technical training, user instructions and manuals, and training documentation.
9. Regular liaison with appropriate members of the University and, where required, with external service providers.
10. Production of appropriate documentation and reports, which can include management reports, technical specifications, design proposals, templates, etc.
11. Maintain an active interest in Web Technologies and initiatives in the world at large and their implications for Edge Hill in particular.
12. Engage in the web community which may include attendance or presenting at conferences and user groups. Build relationships and contacts to facilitate future exchange of information.
13. To provide advice to the Head of Web Services to enable them to take a decision on resources, e.g. software provision.
14. Make collaborative decisions on web design projects through consultation with colleagues and undertaking user testing and focus groups with stakeholders and end-users.
15. Receive information from and provide information to others to complete their planning.
16. Actively participate in weekly team meetings to prioritise and plan own workloads and that of the rest of the Web Services division.
17. Day to day support for the University user community, which may include requests from the IT Service Desk or requirements arising from major web design projects.

18. Gather analytics data and user research in order to improve the services offered by the team.
19. Where concerns are raised regarding the health and safety of others, the role holder is responsible for referring these onto the relevant manager
20. To ensure new members of the team are appropriately inducted.
21. To provide training and support to members of the team.
22. Identify areas where the team could develop further in order to better accomplish project objectives.
23. Any other duties deemed appropriate by the Head of Web Services.

In addition to the above all Edge Hill University staff are required to:

1. Adhere to all University policies and procedures, including Equality and Diversity and Health and Safety
2. Respect confidentiality all confidential information should be kept in confidence and not released to unauthorised persons.
3. Undertake appropriate training and development as required.
4. Participate in the University Performance Review and Development Scheme.
5. Adhere to Edge Hill University's environment policy and guidelines and undertake tasks in a sustainable manner.

Salary Range: Grade 7, Points 27-30
£30,395 - £33,199 per annum

Hours of work: 37 hours per week

However, it is expected that the postholder will work flexibly according to the on-going demands of the job and responsibilities at this level.

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Senior Web Designer EHA0568-0919

CRITERIA: Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/T/P)
Qualifications				
1	Relevant undergraduate qualification	*		A
Experience and Knowledge				
2	Significant current work experience in dynamic Web Designer role with advanced web design and development skills in HTML, PHP and CSS [A portfolio of url's is mandatory]	*		A/I
3	Experience of project management	*		A/I
4	Demonstrate a detailed knowledge and technical understanding of complex web design and development concepts	*		A/I
Abilities/Skills				
5	Able to design and develop, manage and support innovative and technical complex web services, systems and solutions	*		A/I
6	Ability to analyse complex end-user / business requirements, add value, and produce technical specifications and design proposals	*		A/I
7	Ability to lead a project team, manage competing priorities and ensure successful delivery	*		A/I
8	Able to be operate flexibly and reliably, organise and prioritise work effectively, and deliver to defined timescales	*		A/I
9	Able to work effectively under pressure and demonstrate enthusiasm, energy and initiative	*		A/I
10	Excellent communication skills both oral and written	*		A/I
11	Able to demonstrate a positive approach to customer care	*		A/I

*Method of Assessment

(I-Interview, A-Application, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.