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:

Web Developer
EHA1401-0616

Reporting to: Head of Web Services

Accountable to: Director of IT Services

The Post

The Web Services division is part of IT Services responsible for development and support of Edge Hill University's website and portal and supporting other web presences.

This post is part of the development team within Web Services. The team build and deploy complex PHP applications using WordPress as a content management system and web framework for the University's external site and Symfony and Confluence on the staff and student portal.

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

Strong demonstrable development skills are required along with experience developing complex dynamic web sites and managing these projects from conception to publication. To complement your skills, you will have excellent project management and all-round communications skills along with a professional, pro-active and customer focused approach.

Duties and Responsibilities

1)   Make use of advanced web development techniques including PHP, HTML5, CSS3 and JavaScript in the creation of web sites and services. Work to Edge Hill's house styles and coding standards.

2)   Working with the Senior Web Developer and colleagues across the department, maintain the university's web systems platform including LAMP servers and development tools.

3)   Required to deal with internal and external customers (e.g. staff, students, external visitors) who contact the IT Service Desk or require information e.g. providing answers to frequently asked questions, drawing upon pre-prepared materials for answers and responding to issues. Promote a positive image of the University by responding according to established service levels in a positive and constructive way. Demonstrate high level of customer care showing sensitivity to others and involve relevant colleagues as appropriate.

4)   Maintain a high quality of work to ensure the resilience of university web services.

5) Participate in existing departmental procedures to ensure dissemination of information in the right format to the right people at the right time. This may include team meetings, reports and liaison with stakeholders across the university and will require building relationships and contacts to facilitate future exchange of information.

6) Regular liaison and meetings, both formally (presentations, reports) and informally (catch-up meetings, email), with the appropriate members of the Web Services team and colleagues across the University.

7) Be actively involved in decision making within the division and department. This will include taking individual responsibility on areas affecting your own work; collaborative decisions, consulting with colleagues, that have an affect beyond own area of work and providing input of knowledge or recommendations to decisions that have an effect on your own area of work.

8) Manage projects including advising project owners on technical feasibility, establishing requirements, allocating tasks according to the skills available within the project team, overseeing the work of others and reporting back progress to the team and department managers.

9) Take day to day responsibility for your own project workloads, taking into account competing priorities and the workloads of other team members and stakeholders. Involvement in regular team planning meetings to feedback progress, establish priorities and update project plans.

10) Using best judgment and experience, critically determine the best approach to delivering solutions, assessing competing options and feeding in to project briefs and plans.

11) To respond to user requirements and develop solutions as defined by the Head of Web Services and Senior Web Developer.

12) To increase functionality and enhance usability of the University's web services exploiting the use of new technologies and trends were appropriate.

13) Production of appropriate reports and documentation which may include systems specifications, user instructions and manuals, training documentation and project reports.

14) Maintain an active interest in Web Technologies and initiatives in the world at large and their implications for Edge Hill in particular.

15) Be an active member of the team, sharing your expertise, ensuring standard operating procedures are understood and providing feedback to colleagues.

16) Be involved in the preparation and delivery of relevant and targeted training on web systems and services to colleagues across the university.

17) Any other duties deemed appropriate by the Head of Web Services.

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

a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety.

b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.

c) Undertake appropriate training and development as required.

d) Participate in Edge Hill's Performance Review and Development Scheme.

e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner.

f) Demonstrate excellent Customer Care in dealing with all customers.

    Salary: Grade 5, Points 19-22

                     £22,912 - £25,023 per annum

    Hours: 36.25 hours per week

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.

PERSON SPECIFICATION

Web Developer
EHA1401-0616

CRITERIA:

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

		Essential	Desirable	*Method of assessment (I/A/T/P)
Qualifications				
1	Attained a good honours degree	*		A
Experience and Knowledge				
2	Significant and current working experience in a web development role with demonstrably extensive knowledge of HTML5, CSS, PHP, JavaScript, web usability and web accessibility	*		A / I
3	Experience of developing using the full LAMP stack		*	A / I
4	Experienced in the use of object orientated programming		*	A / I
5	Experience of developing and extending WordPress based websites		*	A / I
6	Experience using a web applications framework such as Symfony, Zend, CakePHP or CodeIgniter		*	A / I
7	Experience of web and database server administration on a Unix-based platform		*	A / I
8	Experience of using web APIs to integrate systems or "mashup" data		*	A / I
9	Experience of supporting websites including problem solving and responding to stakeholder and customer requests	*		A / I
10	Understanding of the importance of high quality code and systems architecture	*		A / I / T

	Essential	Desirable	*Method of assessment (I/A/T/P)
Abilities/Skills			
11	Excellent presentation skills		*	**A / I**
12	Active listening skills enable you to analyse end-user requirements, deliver excellent customer care and make use of your own initiative to resolve issues	*		**A / I**
13	Able to manage collaborative projects including the support and encouragement of others, establishing requirements, appropriate task allocation, project progress tracking and reporting	*		**A / I**
14	Able to pay attention to detail and maintain confidentiality	*		**A / I**
15	Excellent oral and written communication skills enable you to successfully communicate technical information to non-technical people in a clear and straightforward manner	*		**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.