

JOB DESCRIPTION	
<b>Job title:</b> Junior Web Developer	<b>Accountable to:</b> Web Development Manager
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £29,358 – £35,839 per annum <b>Service:</b>	<b>Grade:</b> 3
<b>Communications and External Affairs Who are</b>	<b>Location:</b> High Holborn
<p><b>the Digital Team?</b></p> <p>The Digital Team manage the main UAL website and other digital channels including Canvas (the Digital Workspace for staff), MyUAL (the student app) and Portfolio (the student portfolio and networking site).</p> <p>We train staff on our various content management systems and digital content creation and provide general web support for our network of content editors across the organisation.</p> <p>We advise on best practice, search engine optimisation, user experience and accessibility. We also advise on the branding and look and feel of third party sites.</p>	
<p><b>What is the purpose of the role?</b></p> <p>Deliver new web functionality and provide web development support for the university's digital channels, including website, intranet, student app and any other digital channels as requested. This role works with UAL's core content management systems and is instrumental in effecting development.</p> <p>We are recruiting for two roles, one permanent and one fixed term 12 months. Please indicate which of these you are interested in, or if you would like to be considered for both.</p>	
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Develop new online functionality for UAL's key digital channels including (but not limited to) the corporate website, student app and portfolio app.</li> <li>• Assist with the maintenance and support of existing and new online functionality and web applications.</li> <li>• Communicate with stakeholder and manage bugs and issues through a help desk system.</li> <li>• Provide development support for building web applications within UAL's digital channels to support students, staff and alumni; working with the UX team to make their ideas reality</li> <li>• Develop and build within an established and shared web development environment using checking in and out protocols.</li> <li>• Maintain and contribute to web development documentation, outlining and explaining new functionality to colleagues across the organisation.</li> <li>• Take a keen interest in wider digital issues and contribute ideas and suggestions for developing the content management system and the wider UAL digital environment.</li> <li>• To perform such duties consistent with your role as may from time to time be assigned to you by managers within the Digital Team.</li> <li>• To undertake health and safety duties and responsibilities appropriate to the role.</li> <li>• Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work</li> <li>• Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational</li> </ul>	

effectiveness

#### **General**

- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

#### **Key Working Relationships**

- Digital Development Manger
- Web Developer
- Front-end web developer
- UX team

Last updated: 2024-07-10

Person Specification	
Specialist Knowledge/ Qualifications	Relevant qualification, e.g. Degree or equivalent relevant experience creating and editing content for websites and intranets
	Experience of working using a helpdesk system to manage bugs and issues.
	Experience of working in a fast-paced digital environment
	Knowledge and application of WCAG 2.0 accessibility guidance
	Appropriate levels of working knowledge of HTML5, CSS3.
	Understanding of JavaScript libraries and front-end frameworks (Vue, React, Gatsby, Foundation, Bootstrap etc.)
	Experience working with PHP, MYSQL and in particular WordPress
	Experience using Git and Github for version control.
	An understanding of performance, UI and cross-browser compatibility
Relevant Experience	Experience of developing within a content management system (enterprise or open source)
	Experience of building templates within a content management system
	Experience of building websites
	Experience of developing web applications
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
	Experience working as a member of a small development team, providing support, assistance and cover where needed
	Ability to create realistic plans to achieve own deadlines and objectives effectively managing workload and prioritising work
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative, analytics and creativity to resolve problems which provide the most benefit to the organisation
	Ability to distinguish between the need to make a decision and when to defer, also contributes to the decision making of others by providing relevant information and opinions.

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: 29 March 2024