

JOB DESCRIPTION

Job Title:	Web Developer – Fixed Term until February 2018
Grade:	Support Staff Grade 7
Responsible to:	E-learning Manager
Hours per week:	A minimum of 36 hours per week to meet the requirements of the post.

Main Purpose of the Role

- To support and develop the Colleges' websites, Intranet services and Learning environment as part of a dedicated team.
- To develop web-based applications and services in support of the College's e-learning strategic plan.
- To support College databases and integration with other systems.
- To maintain functionalities and pages for the Colleges' websites and Intranet. This includes programming in a Microsoft server environment (IIS and MSSQL) and maintaining bespoke web sites for specialist projects.
- To support the Virtual Learning Environment (Moodle) and provide customer-facing support.

Principal Accountabilities

The post holder will be responsible and accountable for:

- Maintaining the college's bespoke web applications including the online applications system
- Developing and managing databases as required.
- Provide user support to all staff in operating the College's VLE/Intranet, together with other members of Web Services Team.
- Administer College website's CMS with support of Web Services and Marketing teams.

- Assisting with all project and procedural documentation, updating documentation and generating statistical reports as needed.

General Accountabilities

1. Lead, promote and support the development of the College's Equality and Diversity policies, procedures and practices as they relate to students and staff.
2. Develop effective contact, liaison and working relationships with colleagues in the College and other bodies as appropriate.
3. Support the development of the learning organisation and facilitate cultural change.
4. To engage in professional development and networking to ensure that professional and strategic contributions are up-to-date.
5. Complying with the College Health and Safety Policy and all relevant health and safety requirements.
6. Participating actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
7. All employees are expected to be fully committed to all policies and processes including equality, diversity and safeguarding.
8. Such other duties as may be reasonably expected of the post holder.
9. This list is not exhaustive and is only an indication of responsibilities.

Training Identified for the Post

1. Data protection training.
2. Induction training.
3. Equality and Diversity training.
4. Safeguarding training including a three yearly update.
5. Health and Safety training.
6. Prevent training including a three yearly update.
7. Keeping updated with developments in the appropriate professional area.
8. Safer recruitment training (management posts only)

Please note:

The person appointed to this post will, from time to time, have contact with students, many of whom are under eighteen years of age, and some under sixteen years, a number of whom may have moderate to severe learning difficulties and/or disabilities. As such, the post holder will be required to have an Enhanced DBS check along with other mandatory checks.

As the College is a multi-campus site, flexibility and willingness to work across sites will be required.

This job description reflects the requirements of the post at July 2017 but may be amended from time to time following consultation with the post holder.

Safeguarding Requirements

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks (including a DBS check at Enhanced level) as well as providing proof of right to work in the UK.

Equality, Diversity and Inclusion and British Values

As we are a diverse college that respects differences in race, disability, gender, gender identity, marital status, sexual orientation, age, faith or belief, trade union membership or activity, background or personal circumstance, we welcome all applications. We want everyone to feel valued and included in the college community and to achieve their full potential. The College is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate. The College is committed to promoting the Prevent agenda along with Fundamental British Values. We aim to provide an open, welcoming and safe environment for all of our students, employees and visitors.

Personal Specification: Web Developer

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • 2+ years Experience of developing web applications • Working knowledge of software packages such as MS Visual Studio and SQL Server Management Studio • Experience with web programming languages (.NET C#) • Experience of developing and querying relational databases (SQL 2008/14) • Ability to work as part of a team and individually on set tasks • Experience with timekeeping, goal setting and ability to negotiate as well as meet project deadlines under pressure. 	<ul style="list-style-type: none"> • VB.Net • Experience of Virtual Learning Environments – e.g. Moodle • Knowledge of ILT developments in Further Education Colleges. • Experience in a Further Education setting. • General web development (Javascript, HTML Photoshop), IIS or Apache Administration skills.
Qualifications	<ul style="list-style-type: none"> • Educated to HND/Degree level or equivalent 	<ul style="list-style-type: none"> • First Degree in IT related field • An appropriate IT qualification which includes programming and database development
Knowledge	<ul style="list-style-type: none"> • Knowledge of web development project cycle and its stages 	<ul style="list-style-type: none"> • Knowledge of ILT

	<ul style="list-style-type: none"> • Knowledge of industry standards and current web development technologies • Knowledge of software development technologies for mobile devices • Knowledge of MS Reporting Services 	<p>developments in FE Colleges</p> <ul style="list-style-type: none"> • Knowledge of the specifications and standards applying to the development of web content • Knowledge of software development technologies for mobile devices
Skills	<ul style="list-style-type: none"> • (Strong MS Office 2013 Skills particularly Excel • Excellent administrative skills • Highly organised with the ability to work well under pressure and prioritise accordingly in order to work accurately and to tight deadlines 	<ul style="list-style-type: none"> • Technical understanding of Web Development stages, VLEs and current Web based learning technologies • Knowledge of the specifications and standards as necessary
Personal Qualities	<p>Articulate and able to communicate professionally with colleagues at all levels, both internally and externally.</p> <p>Ability to work as part of a team and support colleagues.</p> <p>Ability to cope with a demanding workload.</p>	

	<p>Prepared to take and implement decisions and accept responsibility for own actions.</p> <p>Self-motivated.</p>	
Other	<p>Ability and willingness to travel between sites and elsewhere on a regular basis.</p> <p>Ability to work flexibly as some evening duty may be required to meet the needs of the College.</p>	