

JOB DESCRIPTION

Job Title:	Web Developer
Grade:	Grade 5
Responsible to:	Head of Frontline & Inclusion

Falmouth Exeter Plus is the service delivery partner of Falmouth University and the University of Exeter in Cornwall. Directorate Support is a vital team at the heart of Student & Library Services which supports the teams within the directorate in achieving their strategic objectives whilst ensuring effective service is delivered to students and staff of the two Universities.

The small team of staff support a diverse portfolio of systems, services, and management information reporting. This includes two websites, an enquiry and case management system, a time sheet reporting system as well as other systems and reporting structures.

Job Purpose:

The Web Developer will play a key role in maintaining and developing the performance, functionality, and design of our StudyHub and Library Websites. Being responsible for maintenance of the front-end code (HTML, CSS and JavaScript). The role also supports the administration and configuration of the CMS including technical training and support for system users who create and edit site content.

We use an Agile Scrum approach to continuously iterate our sites and so the role holder will work alongside key Product Owners from the Directorate to develop the sites ensuring they are accessible and meet the needs of users and the Universities using our Drupal based CMS.

Main Duties and Responsibilities:

Service Delivery

Supports the operations of the department:

1. Ensure sites maintain an accessible and intuitive interface using front end technologies (HTML, CSS and JavaScript).
2. Manage the code for the two sites and it's use across the various areas of the sites.
3. Provide training and technical support to non-technical staff within the directorate in the effective use and editing of site content for the two websites.

review and resolution and where needed through liaison with rd parties.
5. Act as the key point of contact with our managed hosting provider in the acceptance and testing of Drupal updates, providing relevant documentation to support IT change board submissions.

6. Monitor sites to identify areas for continued improvement and feed these in to support product backlog development.
7. Attend relevant meetings with FX Plus or university colleagues to support projects requiring relevant technical input.
8. Support the Head of Frontline & and Inclusion in maintaining strong and positive relationships with key stakeholders across the partnership.

Service development

9. Support the planning and strategic development of The StudyHub and Library websites, to ensure system capability to enhance the efficiency and effectiveness of the user experience.
10. Support Product Owners in the creation of wire frame prototypes to support design proposals.
11. Support the iterative development of websites through an Agile Scrum approach.
12. Develop, deliver, and maintain training materials for Library Website, StudyHub website and other systems.
13. Use version control in all areas of site development and contribute to an effective code repository managed by our hosting partner.
14. Ensure site developments are effectively tested and documented to enable effective change submissions to relevant IT change boards.
15. Maintain awareness of current web development and best practice and look to adopt these to maintain site currency and an effective user centred approach.
16. Provide input and recommendations towards the future strategic direction of new and existing systems, including ad hoc support for interim systems.

General Duties

17. Deliver a level of customer service which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.
18. Undertake reasonable duties which contribute to the success of the directorate and FX Plus as a whole.
19. Agree personal and team objectives and work to achieve them, developing both individually and collectively.
20. Actively participate in required organisational processes, courses, and activities, constantly maintaining the required conduct.
21. Support and contribute to keeping FX Plus Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safeguarding.

22. Provide input to the continuous improvement of the service by identifying opportunities for more effective working processes or practices.
23. Maintain a good working knowledge and understanding of policies, issues and legislation related to the use and storage of management information.
24. As part of the Student & Library Services management team, to lead by example and take every opportunity to foster collaborative, open and delivery-orientated work practices.
25. Working within the Health & Safety at Work Act, the postholder has a legal duty to take reasonable care for Health & Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health & Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
26. The role will involve working at Falmouth, Penryn and Truro campuses, working 5 days in 7, including evenings and weekends without altering the nature or level of responsibility involved.
27. To demonstrate a flexible attitude to change and to effectively support the Universities and FX Plus in evolving to meet existing and future needs. This may include undertaking duties not specifically stated above, without altering the nature, purpose or level of responsibility of the post.

PERSON SPECIFICATION:**Post Title: Web Developer**

Attributes	Essential Requirements	Desirable
Education / Qualifications	Degree level education or relevant experience of working in a higher education or support environment at the equivalent level.	
Experience / Knowledge	<p>Previous experience in developing and supporting websites.</p> <p>Experienced in front end development using HTML5, CSS3 and JavaScript.</p> <p>Good knowledge of web development best practice including information architecture and user experience.</p> <p>Experienced in User Interface (UI) design and development.</p> <p>Good understanding of JavaScript libraries and frameworks.</p> <p>Knowledge of version control software.</p> <p>Experience of using prototyping software (Figma, Adobe Creative suite or Sketch etc.)</p> <p>Knowledge of PHP and MySQL/MariaDB based Content Management Systems or experienced in developing for Windows Servers and open to supporting web applications on LAMP.</p> <p>Good understanding of current web standards and legislation, including web accessibility.</p> <p>Good understanding of web performance</p>	<p>Experience developing Drupal themes, using Twig (or a template engine for PHP).</p> <p>Experience using the Composer PHP dependency manager and Git version control.</p> <p>An understanding of User Experience (UX) design principles.</p> <p>Experience of working with Agile Scrum and use of Microsoft DevOPs or Jira.</p> <p>Experience of working with multiple partners (such as IT and hosting providers and or software providers) to effectively problem solve.</p> <p>Experience of working in a higher education environment.</p> <p>Understanding of current legislation and its implications (e.g., Equality Act, Data Protection).</p>
Skills / Personal Requirements	<p>Good interpersonal and communication skills (both written and verbal) and able to work as part of a team.</p> <p>Enthusiastic and self-motivated, using initiative to improve systems and processes.</p> <p>Flexible approach to daily duties and responsibilities</p>	Experience of successfully developing and delivering

	<p>Confidence to work independently and the ability to make decisions with minimal support.</p> <p>Very good ability to prioritise when faced with conflicting demands.</p> <p>A methodical approach; an aptitude for accuracy and attention to detail.</p> <p>Good experience of conveying and presenting information to non-technical users to gain understanding and buy in.</p>	
--	---	--