

The Leicestershire College

Job Description

1. Job Details

Job Title:	Web Developer
Department:	Marketing & Communications
Reporting to:	Senior Web Developer
Competency Level:	Business Support 3
Hay Grade:	TBC
Date of Job Evaluation:	TBC
Annual Salary (FTE):	£32,478 per annum
Date:	August 2022

2. Job Purpose

The Web & Application development team, work within the wider Marketing and Communications team to design and develop, engaging and interactive websites, e-communications and web based applications to assist with the core marketing and recruitment of students for the college. Alongside marketing, the team work on internal student and staff facing websites, applications and services which support and streamline the college's business processes.

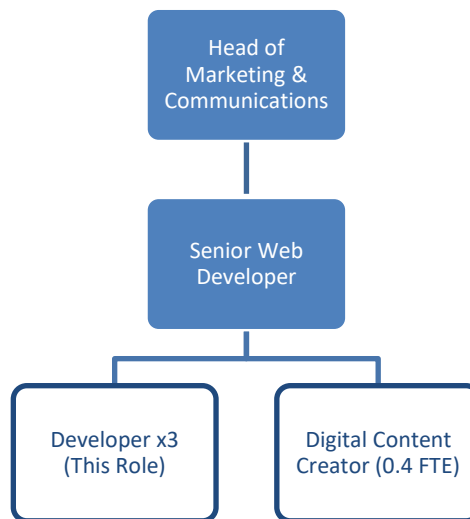
The Developer will be tasked with designing and developing sustainable high-quality, engaging websites and web-based applications. This will be achieved by using a variety of server-side technologies including PHP, Node.js, C#.NET, SQL with web based front end technologies and frameworks (HTML, CSS & JavaScript), there will also be scope, to use other technologies for differing projects dependent on suitability e.g. mobile application development.

This is an exciting role where the developer will have control of much of the design and development of the website and web applications built. We are looking for an enthusiastic developer who will be encouraged to use the latest technologies, best practices, and keep their skills sharp in a fast-moving industry.

3. Dimensions

Not applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

- Development and delivery of new websites and web based applications, features, and functionality.
- Continually develop existing websites and web-based applications to add new features, functionality and improve metrics (performance, accessibility etc.).
- Developing bug fixes and perform maintenance tasks.
- Technical support for websites & web-based applications.
- Ensuring documentation is maintained and kept up to date.
- Ensuring work / code is committed to version control using GIT.
- Create test plans for; and implement testing of websites and web-based applications as appropriate to the project / task.
- Gather and document website / web application requirements from relevant sources

7. Key Result Areas

Action	Result
Develop new websites, e-comms and web-based applications	College has engaging, interactive and accessible new websites / web-based applications that aid Marketing, Student Recruitment and the wider college.
Continually develop existing websites and web-based applications to add new features, functionality and improve metrics (performance, accessibility etc.)	College websites and applications are based on recent technologies, and are continually updated so the systems are more effective, efficient and secure.
Diagnose, develop, and deploy solutions for bugs / issues with websites / web applications.	Websites and applications are kept up-to-date and issues / downtime is kept to a minimum.

Respond to and resolve application support tickets within the service level agreement	Existing and new college websites and web-based applications which are vital to marketing, recruitment and the wider college will be well maintained and supported minimising any down time.
Use source control and testing of websites / web applications.	Websites and applications contain versioned history of code to track changes over time and identify bugs / breakages. Use of testing applications to reduce and identify bugs earlier in the development lifecycle.
Follow popular usability, best practice and accessibility guidelines when adding and updating online content.	New / existing systems are accessible to the widest possible range of users and fulfils legal requirements relating to accessibility.
Communicate effectively with other team members, College staff and third-party partners.	Ensure any work carried out is based upon accurate information / requirements, and to maintain an effective working environment.

8. Key Working Relationships and Communications

Internal:

- Wider Marketing & Communications team
- Student Recruitment
- Business Intelligence
- E Learning
- MIS
- International
- Commercial / Employers
- Commercial Facilities
- IT Support

External:

- Software Providers
- Technical Support

9. Scope for Impact

Not applicable

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Supports change and supports colleagues in adapting to change. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Informs and promotes subject area convincingly; is an ambassador for the College's activities. Takes ownership for own development, supports that of others and develops beyond own role. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Science, Maths or IT based degree or relevant work experience		•	Application
2.	Server side (PHP, Node.js, C#.NET) related qualifications or equivalent experience.	•		Application
3.	HTML, CSS & JavaScript, JS Framework related qualifications or equivalent experience.	•		Application
EXPERIENCE				
4.	Experience of server side technologies (PHP, Node.js, C#.NET)	•		Application Interview Task
5.	Experience of using web based front end technologies (HTML, CSS, JavaScript)	•		Application Interview Task
6.	Experience of JavaScript and major JavaScript framework (e.g. Angular, ReactJS, Vue, Svelte)	•		Application Interview Task
7.	Experience of CSS / SCSS and major CSS frameworks (e.g. Bootstrap 5)	•		Application Interview Task
8.	Experience of using SQL (e.g. MSSQL, MySQL, Postgres)		•	Application Interview Task
9.	Gathering user requirements and specify development work		•	Application Interview
10.	Problem solving skills and logical thinking	•		Application Interview Task
11.	Experience of using content management systems (e.g. Wordpress, Drupal)		•	Application Interview
12.	Experience of technologies source control and testing (GitLab, GitHub, Jenkins etc.)		•	Application / Interview
13.	Experience of developing responsive, engaging and highly interactive websites / web-based applications		•	Application / Interview
14.	Experience of developing fully accessible websites / web-based applications to recognised quality standards (WCAG 2.1)		•	Application / Interview
SKILLS & KNOWLEDGE				
15.	Good organisational and time management skills	•		Interview

16.	Good communication skills (written and oral)		•	Interview
17.	Ability to work flexibly as part of a team and to work to deadlines	•		Interview
18.	Ability to prioritise workload to manage conflicting demands		•	Interview
19.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
20.	Promote the College's equal opportunities policy and practices	•		Interview
21.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in August 2022 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	