

Title: Web (Systems) Developer
Responsible to: ICT Support Manager
Reporting to: ICT Support Manager
Grade: 7
Contract Status: Permanent
Hours of work: Full time - 37 hours per week
Date: 2nd October 2015

Role Summary:

- To be responsible for the development, continued support and maintenance of the college's current web based bespoke systems and services - currently written in ASP and PHP
- Maintain and develop the existing core web based system (City Dashboard - currently 15 systems)
- Work collectively with the key stakeholders to interoperate the required needs and using creative design and innovations to build the required end product, which will include providing guidance on best development and design practice.
- Be a creative and innovative thinker and assist embedding the use of web based technologies in an business environment, and awareness of current mobile technologies
- Advise on technology to enhance / develop College business processes

Main duties

- To update and develop the college's sub Web sites as required (not man website), providing creative input and best practice as needed.
- Be the key technical responsibility for the administration and development of the in house bespoke City Dashboard and web based systems including data integration with existing College based systems.
- Ability to create / support / develop databases

- To understand and interoperate the needs of key stakeholders to ensure the college's web based systems and resources meet the requirements of the college into the future.
- Assist the ICT Support Manager to achieve project goals and timescales whilst supporting & directing the College strategic plan for future developments within Web enhanced systems.
- To provide advice and guidance on the quality, design and accessibility of web based systems.
- To document any enhancements and changes to the College web based systems
- Ability to link multiple forms of information into web based systems

Role Context:

- Work within the context of the Corporation's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with College policy and procedures, particularly with respect to Human Resources policies and procedures, equality and diversity policies and procedures and the Corporation's Health and Safety at Work policies and procedures.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Abide by the Corporation's policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- Evening and weekend work may be required.
- Work outside the College must not interfere with the effective delivery of your duties. Additional work requires approval by the Principal.
- Other supporting information can be found in the College application pack.

General:

- Understand personal responsibility to adhere to relevant College policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
- Present the College in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the College and relevant outside agencies.
- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College.
- Positively promote equality of opportunity for staff and students
- Carry out other duties as may reasonably be required from time to time
- This role may require out of hours working from time to time

NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at 10/2015. It will be updated in consultation with the post holder as circumstances change.

PERSON SPECIFICATION: E-Learning (Systems) Developer

Criteria	Essential	Desirable	How Assessed
Qualifications			
A degree level qualification in web design / development or equivalent experience	✓		Application and Certificate
Trained in working with appropriate languages, including HTML / 5, PHP, MYSQL, CSS etc in connection with open source projects in an object oriented way.	✓		Application and Certificate
Experience			
Experience of working with web or intranet based systems	✓		Application and Interview
Experience or administering Windows based servers, MySQL and MSSQL	✓		Application and Interview
Experience of working in an education environment		✓	Application and Interview
Experience in supporting staff in a multi-disciplined environment		✓	Application and Interview
Skills and Competencies			
Ability to effectively prioritise and manage workload to ensure deadlines are met within a busy environment	✓		Interview
Effective use of written communication skills	✓		Application
Able to present ideas and communicate verbal information effectively	✓		Interview
Ability to produce statistics and reports	✓		Interview
Understanding of project management		✓	Interview
Knowledge of current Technology Enhanced Learning developments		✓	Interview
Ability to create customised applications based on user requirements	✓		Application and Interview
Attributes/attitudes			
Self-motivated and committed to high quality and attention to detail	✓		Application and Interview
Outstanding customer service focus	✓		Interview
Flexibility and responsiveness to change	✓		Interview
Excellent team player	✓		Interview

Criteria	Essential	Desirable	How Assessed
Reliable and able to maintain confidentiality	✓		Application and Interview
Adaptable to different working environments	✓		Interview
Ability to work under own initiative	✓		Interview