



## Web Developer

# Applicant Information and Job Description and Person Specification

### Summary

Aston Students' Union (ASU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside much more.

### Job Summary

This is a brand-new role available at Aston Students' Union as a Web Developer. We are looking for skilled individual to help continue innovating and developing our online presence. You will be responsible for maintaining and developing all ASU website(s) and other digital platforms and making them great.

**Principle Purpose of Job:** To provide maintain, fix troubleshoot and provide technical support for all ASU website(s) and digital platforms. You will be responsible for enhancing and improving the user experience and user interface for our members.

**Work Location:** Aston University Campus: Aston Students' Union, B4 7BX

**Responsible to:** Marketing and Media Manager

### Equality, Diversity and Inclusivity

**Aston Students' Union is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.**

## **Main Duties and Responsibilities:**

- A. To develop the SU website(s) and digital platforms to be sector leading and to provide the best user experience possible.
- B. To lead on the development of any new digital platforms that the organisation may require.
- C. Assist website and digital platform users and with technical problems, issues and troubleshooting.
- D. To provide support and training if required to Students' Union staff, volunteers and officers in the effective use of the website(s) and other digital platforms.
- E. To take lead responsibility within the team for developing the website to better enhance student experience and user interface.
- F. Integrate existing and third-party services with our website.
- G. Regularly monitor website analytics, data and statistics and produce reports to identify areas for improvement and development.
- H. Determine the best plug-ins and applications to provide websites (and any other digital platforms) with new features and functionality and install them accordingly.
- I. Evaluating code to ensure it meets industry standards, is valid, is properly structured, and is compatible with browsers, devices, or operating systems.
- J. Maintaining an understanding of the latest web applications and programming practices through education, study, and participation in conferences, workshops, and groups.

## **General Responsibilities:**

- A. Any other duties reasonably required by the Marketing and Media Manager or Senior Management team.
- B. Support the Marketing and Comms Team, Executive Officer team and wider Students' Union team.
- C. Providing general Marketing and Comms support to the wider team, particularly during periods of high demand.
- D. Dealing with and responding to general Marketing and Comms enquiries as part of the team.
- E. Carry out duties at all times in compliance with the Aston Students' Union Equality and Diversity Policy, Ethical and Environmental Policy, Health and Safety Policy as well as adhering to all other Students' Union policies and procedures.
- F. To provide excellent customer service in dealings with our members, Executive Officer Team, Student Reps, colleagues and any other stakeholder.

- G. To attend training courses, conferences, and meetings necessary to fulfil the duties and responsibilities of the post.
- H. Ensure that equal opportunities, diversity and data protection policies are adhered to in all activities.
- I. Ensuring that day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting any electrical faults, water leakage or other environmental concerns to the facilities or line manager etc.

## **Standards**

- A. The post holder will be expected to both professionally and personally, display a positive image of Aston SU.
- B. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
- C. To actively demonstrate commitment to equality, diversity and inclusion.
- D. The post holder will be expected to abide by the Union's various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

## Person Specification

### Essential:

- A “can do” positive attitude to challenges.
- Experience in HTML, CSS, JavaScript, PHP
- A team player attitude and willingness to work closely with colleagues and others when required.
- A willingness and desire to work in a democratic organisation with student leadership.
- A first degree or working towards (preferably 2:1) in Maths, Science, Applied Science, Computer Science, Engineering or a relevant discipline.
- A commitment to the principles and practices of equality and diversity.
- A general understanding of web design and usability principles.
- Data analysis skills.
- Ability to be a proactive self-starter, effectively getting on with work.
- Excellent communication skills and ability to work supportively with others.
- Is open to working flexible hours and can be available to work at events outside of standard working hours.
- Committed to supporting our charitable vision and delivering high quality services to our students.

### Desirable:

- Experience of using Google Analytics
- Understanding of SEO and PPC
- An understanding of student led organisations.
- Knowledge and understanding of managing data protection.
- Demonstrable experience of developing and maintaining relationships with internal and external stakeholders.
- Experience of working with student representatives

## Applicant information

- Starting salary; £23,487
- Job type; Full Time, Graduate Role, Fixed Term 22 Months
- Pension; 7.5% Employer Contribution
- Free NUS Totum Card.
- If you would like to clarify any information or have an informal chat about the role, please email [s.hussain30@aston.ac.uk](mailto:s.hussain30@aston.ac.uk) .

- To apply, please send a CV and covering letter to our HR, Governance and Admin Coordinator, Shadab Hussain on [s.hussain30@aston.ac.uk](mailto:s.hussain30@aston.ac.uk). The covering letter should detail how you meet the criteria required for the role.
- **Application closing date:** 12 noon on Monday 11<sup>th</sup> July 2022
- **Interview date:** TBC