

RECRUITMENT PACK



**This document includes the following information:**

- Job Description
- Person Specification
- Additional information

**Making an application:**

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation AccessAble who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 29 September 2019 (previously 25 August 2019)

Interviews are planned for: To be confirmed

Expected start date: As soon as possible. Can be discussed at interview





JOB DESCRIPTION – Job ref REQ02891

<b>Job Title and Grade:</b>	Software Developer (Web Development) (Grade 7 or 8) <i>Currently recruiting for two posts</i>
<b>Contract:</b>	Permanent, full-time
<b>Hours:</b>	A notional minimum of 36 hours per week
<b>Salary:</b>	At grade 7: £30,942 – £33,797 per annum At grade 8: £33,797 – £40,322 per annum
<b>Department/Section:</b>	Innovation and Technology Solutions: with the principal client Communications and External Relations
<b>Responsible to:</b>	Director of Innovation and Technology
<b>Reports on a day to day basis to:</b>	Development Manager (Web Development)
<b>Business reporting line</b>	Director of Admissions/Head of Web and Digital Media
<b>Purpose of job:</b>	<p>To:</p> <ul style="list-style-type: none"> <li>▪ develop/ enhance, maintain and support the University’s web-based services across admissions and broader web services.</li> <li>▪ develop and enhance the use of Sitecore web CMS and its integration with existing web applications.</li> </ul> <p><b>There are two posts for which Communications and External Relations (CER) is the principal client. One post will work to priorities set by the Web Editing and Digital Media team and one post to those set by the Admissions team in order to deliver on objectives outlined in the University’s strategic plan and new Communications and Advancement Supporting Strategy.</b></p>

**Duties of the Post:**

**Job objectives and context**

The University’s web presence and web-based services are key aspects of its strategic plans for growth, sustainability and student experience. The University is investing in exciting new developments to support these areas.

Relating to the priorities of these roles and the University’s plans for growth, a key focus has been, and will continue to be, on the following.

- Further implementation of the Sitecore CMS beyond the initial areas of the website already prioritised as part of an ongoing digital transformation project.
- Significant improvements to enquirer/applicant journeys through enhancements to our student admissions processes and systems, including online portals.

The post-holders will be engaged on one of two principal client areas in the Communications and External Relations section:

- *The post associated with the Web Editing and Digital Media team will focus on developing and maintaining the University's website using Sitecore CMS so as to gain the maximum benefit from its adoption. The post-holder will contribute to the preparation and delivery of the third phase of the University's web presence project. The priorities for work will be arranged by the Director of Communications and the Head of the Web Editing and Digital Media.*
- *The post associated with Admissions will focus on the improvement of the systems and services that directly support the annual cycle of student admissions activities to gain efficiencies and enable growth in our student recruitment. The focus will be on web self-service through a renewal of our applicant portal and enhancements to our admissions systems. The priorities for work will be arranged by the Director of Admissions or their nominee.*

As well as deploying Sitecore for the University's website, a range of web services are developed and maintained using ASP .NET, increasingly within the MVC framework, and post-holders will work on prioritised integration with Sitecore

Both post-holders will be able to act on their own initiative to a considerable extent but also as work effectively as part of the Web Development and the client teams.

**The posts are Grade 8 where the post-holders will be expected to take a significant lead in the duties listed below. Appointments at Grade 7 will be considered where ambitious and determined post-holders will have an individual development plan with training to gain relevant skills and experience to progress to Grade 8. During this development they will work more closely with senior colleagues in the Web Development and client teams with some supervision of the Development Manager (Web Development).**

The post-holders will work closely with colleagues in other software development teams in the use of standard tools, techniques, and approaches as well as developing strong business relationships with their principal client teams and their managers.

Both posts are based at the University's Colchester Campus. Occasional travel to the Southend and Loughton campuses may be required. Both posts will be predominately located in the Communications and External Relations Section in order to be based with the principal clients.

#### **Duties of the Post:**

The main duties of the post will include:

##### **Planning and Project Management**

1. Contributing to the planning and development of the University's use of the Sitecore CMS, and other appropriate systems/technologies.
2. Making a key contribution to the development and implementation of the new Essex web presence as part of a wider website redevelopment project, with primary focus on user requirements for each key stakeholder group.
3. Taking lead responsibility for smaller scale project and enhancement activities as part of the continued development of the website and web services to ensure the University gains the maximum return on its investment.
4. Being a key web development liaison for the University, working closely with external agencies and internal teams.

##### **Web Development and Maintenance**

5. Developing our web presence via the Sitecore CMS, according to priorities aligned with the University's strategic plan and Communications and Advancement Supporting Strategy objectives, set by CER management.
6. Designing, developing and deploying "customer first" web systems and services according to University priorities determined by CER management.

7. Contributing to the sustained, stable, resilient, secure operation, and business continuity of the University's web and admissions systems through defining and documenting relevant systems operation and management procedures.
8. Working with colleagues across the University on the integration of the University web presence with other online systems, ensuring consistent presentation and user interfaces across the digital space and providing efficiencies where identified.
9. Designing and implementing user acceptance testing and any other quality assurance mechanisms.
10. Using and contributing to the development of code/software re-use and shared practice, including source code control, and release deployment across University teams.
11. Acting as a key contributor to the development of the University's digital style guide/pattern library and ensuring the consistency in its application and adhering to the University's visual identity.
12. Providing analysis of the website, digital channel performance, and user behaviours, resulting in actionable insights which inform future development and enhancements.
13. Taking lead responsibility for visibility of the outward facing University web presence in search engines, ensuring all pages are fully optimized for search engine crawlers.

#### ***Communication and Collaboration***

14. Providing technical documentation, and where required, to assist in providing training materials in the use of web components and systems.
15. Providing information and mechanisms for the relevant teams to assist with user queries and problems associated with the website and undertake specialist support for escalated incidents.
16. Working closely with CER teams, particularly the Admissions teams, Web and Digital Media team and the Marketing and Student Recruitment team to ensure full consideration of user journeys feed into the development of systems, processes, and web presence.
17. Working closely with key stakeholders on the information architecture development of the University's corporate website and related systems.
18. Being a key web development liaison for the University, working closely with external agencies and internal teams.

#### ***Investigation, Analysis and Research***

19. Providing statistical and related management information relating to the usage of the website and related systems; authoring reports as required, including the use of Google Analytics, Sitecore Analytics and providing web data for other data visualization tools used across University teams.
20. Undertake detailed analysis of user requirements and business processes in order to determine web-based solutions in the context of overall system/user requirements.
21. Maintain high awareness of industry best practice and trends, particularly in regards to accessibility, usability, emerging technologies, analytics, the Sitecore platform, and related technologies, both in general and in the context of the higher education and related sectors, making recommendations for adoption where relevant.

#### ***Other***

22. Any other duties as may be assigned from time to time by the Director of Innovation and Technology, the Director of Communications and External Relations, or their nominees.

***Occasional evening and weekend working may be required at peak times in the annual University cycle, i.e. Confirmation and Clearing in August.***

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

#### **Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:  
<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

## PERSON SPECIFICATION

<b>JOB TITLE: Software Developer (Web Development)</b>
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**Qualifications /Training**

	<b>Essential (7)</b>	<b>Desirable (7)</b>	<b>Essential (8)</b>	<b>Desirable (8)</b>
▪ An honours degree or equivalent-level qualification or experience.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Sitecore XP Website Development Certification (version 8+ preferred). <i>(Expected to be achieved within 6 months of appointment at Grade 8).</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Membership of relevant professional bodies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Experience/Knowledge**

	<b>Essential (7)</b>	<b>Desirable (7)</b>	<b>Essential (8)</b>	<b>Desirable (8)</b>
▪ Experience of coding in Microsoft ASP.NET, .NET, or C#.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Comprehensive knowledge and experience of the software development life cycle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge and experience of HTML and web authoring, including page design, CSS, accessibility issues and site management.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing responsive web templates.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of User Experience (UX), User Interface, and Search Engine Optimisation (SEO) best practices, such as wireframing and user testing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing data-driven web applications based on relational database management technologies to produce dynamic pages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working within the Visual Studio development environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of MS SQL.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with external APIs to enable data transfer between platforms, such as social networks and other data sources.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Working knowledge of Google Analytics.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Development and application of pattern libraries and design guidelines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using Javascript, JS Frameworks and/or jQuery.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of using CSS pre-processors such as SASS.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of MS Dynamics (CRM).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of using an issue tracking system (such as JIRA) in a production	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



environment.				
▪ Experience of developing and maintaining Funnelback-based search in a production environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of performance tuning webpages through profiling, caching, compression and reuse.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge and experience of the MVC web application framework.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Skills/Abilities**

	<b>Essential (7)</b>	<b>Desirable (7)</b>	<b>Essential (8)</b>	<b>Desirable (8)</b>
▪ Excellent interpersonal and communications skills, including the ability to communicate with a range of stakeholders with widely differing levels of technical understanding.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent organisational skills, including the ability to handle multiple priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Operating with a high level of autonomy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work effectively with a broad range of stakeholders and with teams from across the University.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to think analytically and strategically.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Project management skills, preferably using PRINCE-2 and/ or Agile/Scrum methodology.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Understanding of the needs of those working and studying in a higher education environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Other**

	<b>Essential (7)</b>	<b>Desirable (7)</b>	<b>Essential (8)</b>	<b>Desirable (8)</b>
▪ Ability to meet the requirements of UK 'right to work' legislation*.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University may not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

## ADDITIONAL INFORMATION

### **Innovation and Technology Solutions**

You can find more information about the section at the following [Innovation and Technology Solutions](#)

### **Communications and External Relations**

You can find more information about the section at the following [Communications and External Relations](#)

### **General information**

Informal enquiries may be made to Danny Blanchette, Development Manager (Web Development) (telephone: 01206 874676, e-mail: [danny@essex.ac.uk](mailto:danny@essex.ac.uk)). However, all applications must be made online.

These are substantive grade 8 posts but will be considered as a developmental opportunity at grade 7 with support for progression subject to performance.

### **People Supporting Strategy**

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

### **Pay and benefits**

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

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