

## Casual Staff Role: Job Description & Person Specification

### Section 1: Key Information

Job Title	Web Developer
Department	Marketing and Communications
Team	Digital and Design
Responsible to	Senior Design & Digital Coordinator
Responsible for	N/A
Contract type	Zero Hours (in accordance with the needs of the organisation)
Hours of work	Up to 20 hours per week
Hourly Rate of Pay	£11.54
Purpose of role	Responsible for assisting with website updates, designing and developing webpages, and implementing new and updated functionality to enhance our online presence.

## **Section 2a: Key Deliverables**

To help make this job description as clear as possible, we've included three examples of the type of work/jobs you'll be asked to do on a regular basis as part of this role.

- Develop the existing website, ensuring its functionality and features meet the changing needs of students, staff, and external stakeholders.
- Act as one of the key contacts for the organisation with any website requirements, e.g. addition of pages, new content, sub sites etc. and to liaise with all departments to ensure their requirements are met.
- Undertake analysis of data collected from Google Analytics, developing reports and recommendations which can be presented to stakeholders.

## **Section 2b: Organisation Wide Responsibilities**

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered with when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example the University).
- Comply with the Students' Union's constitution and other governing documents, recognising and celebrating the contribution of members to leading our work.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

### Section 3: Person Specification

<b>Education &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Royal Holloway student for 2024/2025 academic year	<b>X</b>	
<b>Experience &amp; Knowledge</b>		
Experience of using content management systems	<b>X</b>	
Experience of front-end web design and development with specific knowledge of HTML, CSS, jQuery, and the Bootstrap framework	<b>X</b>	
Experience of developing a website structure, demonstrating sound understanding of navigational aspects, accessibility, and strong visual presentation		<b>X</b>
An understanding of and experience using the Adobe Creative Suite		<b>X</b>
An understanding of metrics, customer analytics and their impact on business processes		<b>X</b>
<b>Skills &amp; Abilities</b>		
Able to identify issues/bugs and produce creative solutions	<b>X</b>	
Creative individual with an attention to detail and the ability to problem solve, proof read and sub-edit content.	<b>X</b>	
Ability to manage time effectively, working across multiple projects	<b>X</b>	
Excellent written and verbal communication skills, with the ability to communicate with people at all levels	<b>X</b>	
<b>Values</b>		
We're a values-led organisation, which means we're keen to attract applicants who share our priorities. We're keen to hear about times you've demonstrated the following:		
Student Focused: everything we do will have students at the heart of it	<b>X</b>	
High Quality: your expectations are high, and we must exceed them	<b>X</b>	
Inclusive: we will offer a diverse range of activities and services which are fulfilling and accessible	<b>X</b>	
Brave: we should be bold and not afraid to challenge the status quo	<b>X</b>	
Trustworthy: we will ensure that we are transparent, honest and fair in what we say and do	<b>X</b>	