NORWICH UNIVERSITY OF THE ARTS
Assistant Web Services Developer

NORWICH
UNIVERSITY
OF THE ARTS

Supporting Information

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional creative arts education, research and knowledge exchange. You will work in a stimulating and critically engaged workplace, where creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. NUA was awarded Gold in the Teaching Excellence Framework and praised for how we encourage our students through "experimentation, creative risk-taking and team-working."

We were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer pre-enrolment to post-graduation. In 2021 we were ranked second in the World Brand Society's league of Design Education Institutions of the Year. We won one award, came second in another, and were third in the University of the Year category at the 2020 WhatUni Student Choice Awards.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city. Our 21st century teaching spaces and workshops are housed in renovated buildings with medieval, Victorian and Edwardian heritage. NUA won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and NUA won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries. There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

Prof Simon Ofield-Kerr
Vice Chancellor

For further information on NUA and our Community please view our website www.nua.ac.

Assistant Web Services Developer

Full time – 37 hours per week

£28,758 to £33,309 per annum

Committed to equality and valuing diversity

NUA is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.

We are looking for an Assistant Web Services Developer to join our Web Services Team to assist with the development and maintenance of our range of online resources.

You will join the IT Services team in one of the UK's top creative universities. Your fresh ideas, enthusiasm and self-motivation will be used to help shape the development of the NUA corporate website, Virtual Learning Environment (VLE), intranet and other key resources.

Providing support to the Marketing team, teaching staff and professional services teams, you will use your excellent communication and problem-solving skills to develop creative solutions.

The successful candidate will have a working knowledge of PHP, HTML, CSS and website creation but will be looking for the opportunity to develop those skills further. You will also have an interest in and knowledge of Microsoft SharePoint.

As well as being an enthusiastic and flexible team player, you will be able to turn your hand to the many different aspects of the role.

Closing date: 5.00 pm Friday 17th September
Interviews will be held on: Friday 1st October

Job description

Assistant Web Services Developer
Reports to: IT Services Manager

Job purpose

As part of the Web Services Team, your main role will be supporting the Web Services Developer in maintaining and administering a range of online services that the University operates to deliver its high-quality teaching and learning to students. You will also be responsible for online services that underpin research, administration and business development.

Main responsibilities

- Assist the Web Services Developer to develop and maintain NUA's web-based services and features for use by staff, students and external users.

- Work with Marketing, academic staff and other departments on the development and delivery of new projects, bug fixes and maintenance tasks.

- Be a point of contact for staff queries relating to online systems and provide support and training for staff users (and students) as required.

- Provide suitable training to academic staff and other departments, either in groups or in one-to-one sessions in the use of NUA's web-based services, as well as producing training materials and documentation where appropriate.

- Business Continuity / Disaster Recovery planning, including the testing of disaster recovery scenarios for all online resources, making recommendations for the improvement in the reliability and resilience of these systems and the documentation of plans.

- Monitor the effectiveness, performance, and accessibility of NUA's online resources using a range of tools such as Google Analytics etc.

- Proactively monitor developments in cybersecurity and NUA's security systems; ensure our online services are fully patched and secure against attack and match or surpass the very latest security standards.

- Research and make recommendations regarding emerging technologies that will provide opportunities to further enhance NUA's online resources.

- Continue to develop own knowledge, skills and expertise in HTML, CSS, JavaScript, PHP and Sharepoint,

Further information

Equality, Diversity and Inclusion

All members of staff are required to support the University's policy on equality, diversity and inclusion and to ensure that their work practices reflect that commitment.

Health & Safety

All members of staff are responsible for ensuring their procedures and practices are compliant with the University's Health and Safety Policy.

Policies & Procedures

To comply with any policy and procedure as regularly updated and published on the intranet applicable to your role, e.g. Confidentiality, Data Protection, IT Acceptable Use, Disaster Recovery, Quality Management and Enhancement procedures etc.

Staff Development

Participate in Staff Appraisal and Development Review and Staff Development and Training activities as well as maintaining own subject knowledge.

Engage with the Higher Education Academy Professional Recognition Scheme as agreed with the line manager.

Confidentiality

Maintain confidentiality regarding all aspects of work.

Variation to Job Description

Norwich University of the Arts reserves the right to vary the duties and responsibilities of its employees within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the University may require.

Person Specification

Assistant Web Services Developer

Essential

- Experience of working in an IT or web development role and an industry recognised professional certifications

- Experience of developing and maintaining public facing websites and online services for a number of organisations.

- Experience of Enterprise Web Portals and/or Content Management Systems

- Excellent project management skills, organised, effective and able to work to tight deadlines and competing demands

- Professional knowledge of HTML5, CSS3, SASS, JavaScript (JQuery) and PHP

- Experience of working with WordPress and/or Laravel

- Ability to work to a high degree of accuracy and have excellent documentation skills

- Enthusiastic approach to work while being flexible with working hours with occasional out of hours, or weekend work required to meet deadlines

Desirable

- A degree in Computer Science or equivalent

- Experience of working with Microsoft SharePoint 365

- Proven knowledge of security issues related to the provision of web services

- Knowledge of Linux-based systems, Apache/NGNIX webserver, MySQL databases and Moodle would be beneficial

- Understanding of SEO, UX Design principles and Accessibility

- Experience of working in an academic environment

General Information

Terms and Conditions of Appointment

On appointment, the successful candidate will receive a full statement of terms and conditions for Professional Services staff. The main conditions are summarised below.

Duties

Within this pack you will find a job description outlining the duties and responsibilities for this role.

It is anticipated that the duties will be undertaken on campus in Norwich *(subject to current Government Guidance).*

Starting Date

This post is available on an indefinite basis and we anticipate that it will start from November 2021.

Hours of Work

The standard hours of work for professional services staff is 37 hours per week and any additional hours as are necessary for the proper discharge of your duties and responsibilities. The hours for this post are 8.45 am to 5.00 pm, although some flexibility may be required.

Salary

This post is on an incremental salary scale. The salary for this post is Grade 6, which is from £28,756 to £33,309 per annum.

It is anticipated that the starting salary will be at the beginning of the salary scale. The successful candidate will normally move up the scale points within the Grade on 1st September each year, after completion of the relevant service period.

Annual Leave

There is an annual holiday entitlement of 22 days rising to 25 days after 5 years' service, plus 8 statutory days. In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

Employees have the benefit of joining an excellent defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 21.1%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency.

Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you.

You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at https://www.norfolkpensionfund.org

Interview Expenses

If it is necessary for you to travel to the main campus for your interview or a site visit, reasonable travel and incidental expenses will be reimbursed. You will need to provide receipts for expenses claimed. However, if you are offered the position and decline the offer, expenses may not be reimbursed.

Right to Work in the United Kingdom

As part of the University's recruitment process, we will check that all prospective employees are eligible to work in the UK prior to them commencing employment.

If you are unsure of your right to work you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker visa route.

Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications, satisfactory references and completion of a medical assessment process.

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references.

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

• The **Job Description** provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

• The **Person Specification** sets out information about the characteristics that are essential and desirable to perform the duties in the job description eg knowledge, skills, experience, abilities and qualifications that the ideal candidate will have to enable them to fulfil the duties of the role. Candidates will only be shortlisted if they demonstrate in their application that they meet all the essential criteria.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Submission of Curriculum Vitae

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

Equal Opportunities Monitoring

As part of its commitment to equality, diversity and inclusion we undertake equal opportunities monitoring of our workforce and applicants to enable us to evaluate the effectiveness of our policies and procedures.

To assist with this commitment, you are asked to complete the Equal Opportunities Monitoring section of the application form. Information provided will be treated as confidential and will be used in accordance with the requirements of the Data Protection Act as set out in the Job Applicant Privacy Notice.

Submission of Application Form

Please submit your completed application form to jobs@nua.ac.uk

The closing date for this vacancy is:

5.00 pm on Friday 17th September

We regret we are unable to accept late applications.

Interview Arrangements

Due to the current situation, it is anticipated that the interview will be held remotely.

If you are shortlisted for interview you will be contacted by a member of the Human Resources Team.

The date of the interview will be:

Friday 1st October

If your application is unsuccessful on this occasion you will be advised by email. Due to the high volume of applications we receive we are unable to provide feedback for applicants.

Shortlisted applicants will be asked to provide proof of eligibility to work in the UK. For the successful candidate the copy will be held on the personal confidential file. Documents obtained for unsuccessful shortlisted applicants will be destroyed 12 months after the end of the relevant recruitment process.

We would like to take this opportunity of thanking you for your interest in this position and to wish you success with your application.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@nua.ac.uk.