THE
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University of
Strathclyde
Glasgow

Front End Web Designer/Developer

Department	IS Business Systems (www.strath.ac.uk/it/businesssystems/)		
Directorate	Information Services (www.strath.ac.uk/is/)		
Staff Category	Administrative and Professional	Reference No	45982
Reports To	Web Development Manager	Grade:	7
Salary Range:	£30738 - £37768	Contract Type:	Open Contract
FTE:	1 (35 hours/week)	Closing Date	Friday, 16 September 2016

Job Advert

Strathclyde Web Site:

DIRECT APPLICATIONS ONLY - NO AGENCIES PLEASE

An exciting opportunity exists within the Information Services Directorate (ISD) for a Front-End Web Designer/Developer to join the Web team and take a leading role in the transformation of the University of Strathclyde's online presence.

The candidate should be an experienced web designer with a proven track record of user focused design and front-end coding skills. You must demonstrate extensive working knowledge of HTML5, CSS, SASS and knowledge of JavaScript frameworks (jQuery, AngularJS, Backbone.js) will stand you in good stead.

This position is ideal for someone looking to build on existing experience and for the chance to be involved in the development of an enterprise level website contributing to the University's digital presence. You must be self-motivated, thrive within an environment where there are evolving work practices and keen to contribute innovative ideas and solutions. The successful candidate will join a cross-disciplinary development team and must be able to demonstrate excellent customer relationship skills working closely with the Marketing and Communications Directorate and the wider University departments within the Faculties and Professional Services.

As well as working as part of a team of front end developers, content creators and backend developers, you will need to work well on your own initiative and in return you will be given the opportunity to participate in this ambitious new chapter of the University's digital content provision.

Candidates invited to interview are asked to give a 10 minute (power point) presentation on their previous design and development work.

All enquiries in relation to this post should be directed to henry.maguire@strath.ac.uk

Job Description

Brief Outline of Job:
You will work on every aspect of web design to provide an outstanding user experience. You will work with the team to design and implement innovative solutions focused on our user requirements. You will bring creative, imaginative solutions working to identify our user journeys and to take forward the University's global engagement strategy.

It will be your job to ensure consistency of design across the site, evolve that style and help establish a front end patterns library and codebase. Along with fellow team members you will identify and document new approaches that are appealing to our target audiences and in line with Our Values as a people-oriented, bold, innovative, collaborative and ambitious University.

You will work with content creators to ensure that the information on our Web site is delivered in the most appealing and innovative manner ensuring that the requirements of our digital users are met. You will work with the Marketing and Communications Services teams to support the University's digital engagement strategy.

You will be required to forge excellent customer relations and be able to justify and communicate your design approach to your customers. You will develop designs within the limitations of the brief using high quality coding standards.

You should also be able to demonstrate a knowledge of various user testing approaches to the team and your customers and you will produce design assets to support content.

You will be part of the team developing and supporting the University's mobile app and portal (Pegasus) as well as the web site enabling you to contribute to the wider digital strategies and promote good design practice across all areas within Information Services remit.

The post reports to the Web Technical manager as part of the Information Services Business Systems Section.

Main Activities/Responsibilities:

1.	Take a lead role in the front-end design / development of new content for the Strathclyde web site in line with stakeholder requirements and under the direction of the Web Development Manager.
2.	Demonstrate extensive working knowledge of user based web design, HTML5, CSS and SASS
3.	Liaise with departmental/ institutional clients to scope and complete agreed pieces of work within recognised standards and deadlines, identifying and documenting new approaches where appropriate.
4.	Work with team to construct and maintain design / brand patters library
5.	Work with wider team to deliver innovative digital solutions for University users
6.	Liaise with the marketing team to ensure consistent digital brand development and implementation
7.	Ensure the quality and consistency of content and design is compliant with corporate guidelines and best practice, ensuring navigational ease, consistency in look and feel, and information architecture for the site.
8.	Developing clean, efficient, maintainable and extendable HMTL, CSS and JavaScript
9.	Use your experience and initiative to suggest appropriate approaches, methods and technologies to use on projects
10.	To undertake duties in line with departmental safety, health and wellbeing arrangements and to attend appropriate safety, health and wellbeing training associated with your respective area of work activity.
11.	Undertake other duties and responsibilities commensurate with the post and grade.

Person Specification

Educational and/or Professional Qualifications
(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1   Qualified to degree level or equivalent (e.g. significant relevant work experience).

Experience

E2   Significant experience delivering high quality engaging digital design.

E3   Significant understanding of HTML5, CSS and SASS and development in.

D1   Understanding of JavaScript and its frameworks (e.g. jQuery, AngularJS).

E4   Strong understanding of digital branding.

E5   Experience of users centred design and the role of user journeys in web site creation

E6   Significant experience of gathering requirements for design briefs, and working closely with clients to plan and design websites, i.e. wire-framing, navigational architecture, site feature

E7   Excellent knowledge and awareness in web design and development trends

Job Related Skills and Achievements

E8	Experience in UX /UI design
E9	Excellent understanding of web standards and requirements, e.g. W3C and accessibility requirements
D2	Experience of mobile first and pixel perfect design principals
D3	Experience of user test and an understanding of AB testing.

Personal Attributes

E10	Excellent customer-focused communications skills; oral and written.
E11	Ability to work independently and as part of a team.
E12	Creative thinking and forward looking and able to develop innovative solutions
E13	Strong attention to details.
E14	Ability to work under pressure and complete work within tight deadlines.

Other Relevant Factors

D4	Experience of working within the Higher Education Sector

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus)

Informal enquiries about the post can be directed to Harry Maguire, Web Development Manager (henry.maguire@strath.ac.uk/T: 0141 548 4533).

Probation
Where applicable, the successful applicant will be required to serve a **9 month** probationary period.

Pension
The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Interviews
Formal interviews for this post will be held on week commencing 3rd October 2016.

Equality and Diversity
We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

Conditions of Employment

Administrative and Professional Services Staff Grades 6 and above

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr .

6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at .www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10.   NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2016