



BUDDSODDWR MEWN POBL
INVESTOR IN PEOPLE

SECTION 1: JOB DETAILS

Job Title:	Web Developer
Directorate:	Corporate Resources
Department:	ICT
Section:	Web Design and Development Section
Salary:	£20,616 - £26,739
Grade:	3
Contract:	Permanent
Reports to:	Head of Web Design and Development

Overall purpose of the role:

The post holder will assist with the creation of new API-driven websites enabling the delivery of the Library's core strategy and the WDD roadmap. The post is based within the ICT Department, under the direction of the Head of Web Design and Development.

The post-holder will be involved in the development of websites using standard frameworks and code bases, creating templates, as well as the development of integrated web-based applications. The work will be based on international standards and best practice, particularly in the fields of web design, standards and programming. The post holder will also be required to assist in the maintenance of core NLW websites as part of their daily work and provide assistance to users.

The ideal candidate will demonstrate attention to detail, the ability to interpret and work to a strict brief (but who isn't afraid of expressing new ideas), experience of API-driven website development, along with solid experience of HTML, CSS, and PHP frameworks. The post-holder will also be required to assist in the day-to-day activities of the Section.

SECTION 2: THE DIRECTORATE AND DEPARTMENT

The Corporate Resources Directorate was formed as part of the substantial restructure that took place during winter 2014/2015.

Briefly, the Directorate's responsibilities are as follows:

- Human Resources
- ICT
- Finance and Enterprise
- External relations
- Estates and Support Services

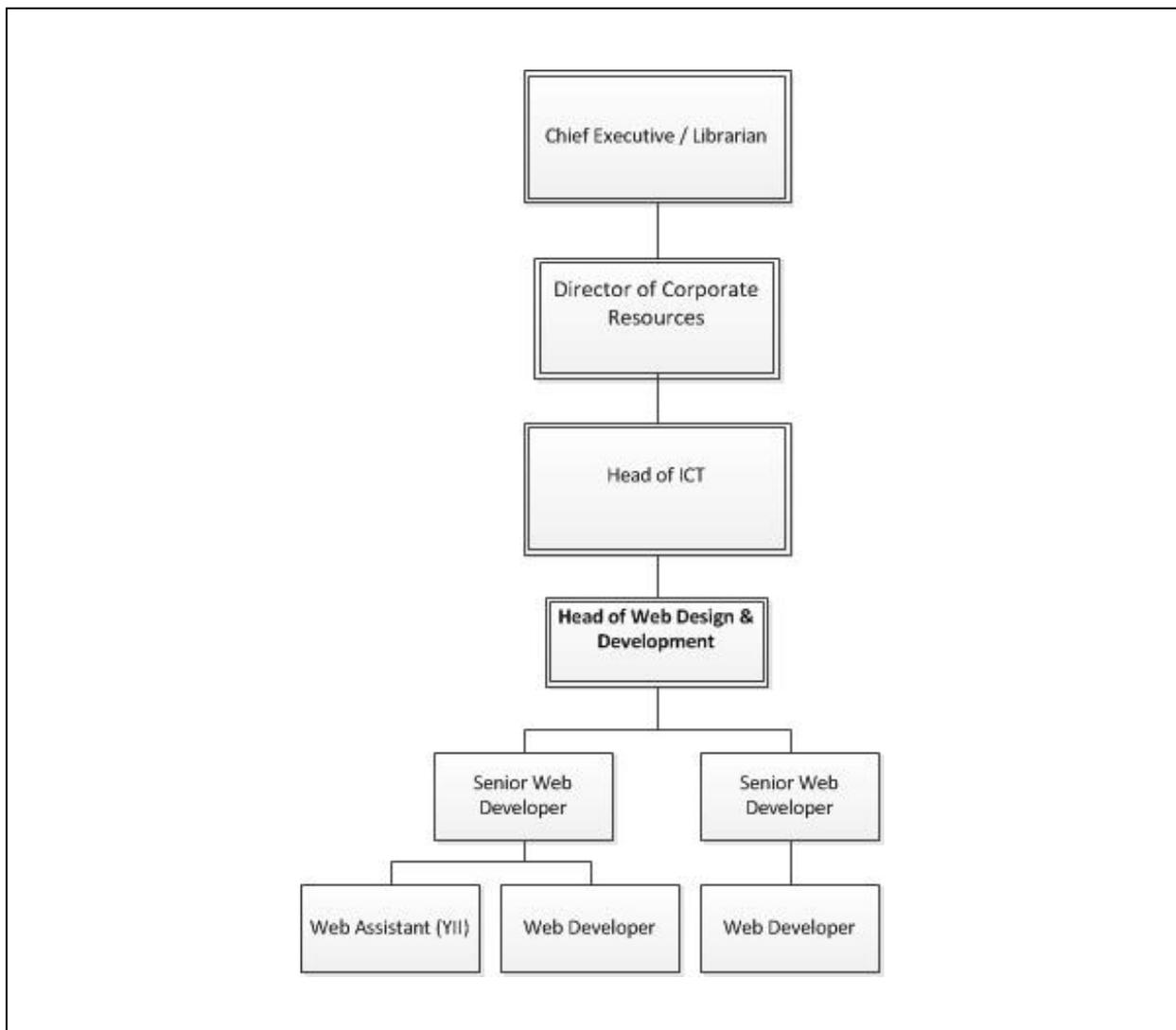
ICT Department

The ICT Department provides in-house support for the procurement, implementation, maintenance and operation of all the Library's computing, networking and telephone equipment and also provides a technical help desk for user problems. The Section is also responsible for Internet and World Wide Web facilities provision and basic IT user training for all staff. Additional support for specific applications, hardware maintenance and technical specialisms is contracted out.

The ICT Department is essential to the efficient running of the Library's business and related processes as well as for service delivery to both staff and public users. The work of the Section underpins the performance of the Library through provision of the following services:

- e-mail and intranet services
- Security and access management
- Training and documentation
- Conformance with legislation e.g. FOI, General Data Protection Regulation (GDPR) 2018
- Business Continuity (disaster recovery & emergency planning)
- Support of all ICT based systems and services
- Sustainable procurement advice and support

SECTION 3: ORGANISATIONAL CHART



SECTION 4: KEY DUTIES

The main duties are to lead on the development and maintenance of the Library's web delivery services to ensure the delivery of the Library's Operational and Strategic Plans.

- 1 To develop bespoke API-driven websites according to the ICT Roadmap.
- 2 To develop interfaces to allow content delivery and backend delivery systems, to enable and support the online delivery of the Library's digitisation, web and access strategies.
- 3 To support and develop innovative approaches to delivering web content using the Library's core infrastructure.
- 4 To assist in producing recommendations for the development and extension of the Library's web delivery infrastructure to ensure the most current and suitable code and API frameworks and delivery methods for the ICT Department as a whole .
- 5 To ensure the integrity and security of code produced and online data processed by the Computer Department including transmission of information for all payment forms and methods using the appropriate external payment system
- 6 To produce documentation of the code and procedures developed, and assist in establishing web accessibility and usability standards ensuring the Library's business continuity.
- 7 To prepare reports and studies of matters which arise from technological developments within the Library
- 8 To develop knowledge of the work of the Library.
- 9 To undertake any other work which is deemed suitable for the grade.
- 10 Maintain a general understanding of 'Data Protection' and 'Freedom of Information' legislation.

This Job Description is provided to give post holders a broad outline of the activities involved in this role. The Library may require other duties to be undertaken which are not necessarily specified on the Job Description but which are commensurate with the scale of the post. The Job Description may be amended from time to time within the scope and level of responsibility relevant to this post.

SECTION 5: RESPONSIBILITY

Responsibility for people: This post has no responsibility for staff.

Responsibility for budget management: This post does not involve responsibility for managing finance.

SECTION 6: RELATIONSHIPS WITH OTHERS

Internal: Web Design and Development Staff

Nature of Contact: Receive oversight and guidance on correct procedure code and safety issues.

Internal: Project staff and Section Managers

Nature of Contact: Exchange data and information daily about the expectations of interface and system functions, including receiving feedback.

Internal: Digital Access Staff

Nature of Contact: Assist with troubleshooting, training and advice for content and statistics delivery systems, and provide guidance to ensure the correct use and reporting of systems developments on a daily basis.

Internal: Operations Section

Nature of Contact: Preparing operational documentation, receiving bug reports, liaising over changes made to the web infrastructure and delivery systems and offer solutions to problems encountered in service delivery. Assist in providing guidance and technical support for bespoke internal systems and provide solutions for external web-related enquiries on an immediate and weekly basis.

External: Software companies and developers

Nature of Contact: Liaise with and co-develop products (such as the Collections Viewer) either paid-for or shared to the community on a daily and weekly basis during specific development cycles.

External: Relevant development communities and third-party suppliers

Nature of Contact: For support, guidance, integration advice and information on the latest developments and standards.

SECTION 7: PROBLEM SOLVING

As an expert in the field of Web Development the post will be required to manage, identify steps to resolve all technical problems arising on projects, tasks and reported problems. When necessary discuss with senior members of the Web Design and Development Unit to assist in solving problems in related specialist areas.

SECTION 8: DECISION MAKING

Decide on immediate priorities given by the Senior Web Developers and Head of Web Design and Development and in cooperation with other ICT and Project staff.

The post holder will be expected to make other relevant decisions required to sustain their work.

SECTION 9: KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

	ESSENTIAL	DESIRABLE
Knowledge	<ul style="list-style-type: none">▪ Extensive applied knowledge of HTML5 and CSS3.▪ Active knowledge of PHP Frameworks (OO preferred).▪ Developing rich web applications with Javascript (eg JQuery).▪ Integration of data sources (such as MySQL or solR databases).	<ul style="list-style-type: none">▪ Development in a Linux environment▪ Agile methodologies

	<ul style="list-style-type: none"> ▪ Working knowledge of applying web accessibility and usability standards and models and an appreciation of issues such as character set encoding and bilingual interfaces. 	
Skills	<ul style="list-style-type: none"> ▪ Demonstrable ability to create and adapt design layouts and wireframe models for cross-platform delivery. ▪ Ability to produce technical and user-focused documentation. ▪ Excellent organisational and planning skills. ▪ Ability to work on own initiative, as part of a team and to liaise with other Units. ▪ Ability to prioritise multiple tasks and meet deadlines. ▪ Excellent communication and interpersonal skills, including the ability to communicate effectively, both oral and written, in English. ▪ 	<ul style="list-style-type: none"> ▪ The ability to communicate effectively orally in Welsh.
Experience	<ul style="list-style-type: none"> ▪ A good degree in a relevant subject*or a professional qualification in web application development and at least two years' experience of web development in a professional capacity. ▪ Experience of developing web applications and interfaces to strict web standards, working with content providers and integrating data from a variety of sources. <p>Applications from 2018 graduates are welcomed. Please provide evidence of your expected grade.</p>	<ul style="list-style-type: none"> ▪ Experience of working within an Agile team ▪ Experience of working with content management systems eg Typo3 and Wordpress

SECTION 10: COMPETENCIES

These are the specific competences that you will be expected to demonstrate in this role. You should refer to these when completing the attached application form, please refer to guidance for further information.

1. CORE COMPETENCIES

1.	Customer Service	<ul style="list-style-type: none">Proactively responds to complaintsValues diverse views, experiences and approaches of others
2.	Managing Resources	<ul style="list-style-type: none">Monitors, maintains and takes responsibility for allocated resourcesPromotes an understanding amongst team members of the impacts of their actions and decisions on resources
3.	Communication	<ul style="list-style-type: none">Gives clear and concise instruction and direction using language suited to the audienceTakes responsibility to ensure understanding of information presented is accurate
4.	Delivering Results	<ul style="list-style-type: none">Seeks ways to overcome barriers to achieving objectives

2. ROLE COMPETENCIES

1.	Management and Collaboration	<ul style="list-style-type: none">Ensures all partnerships have a purpose with measurable outputs that address identified needsDefines and adheres to respective roles and boundaries when working collaboratively
2.	Corporate Support	<ul style="list-style-type: none">Regularly challenges the status quo and identifies areas of continuous improvementAdapts promptly and flexibly to change and supports staff to do the same
3.	Using Information	<ul style="list-style-type: none">Integrates and manages information for use in different situations
4.	Relevant Specialist Knowledge	<ul style="list-style-type: none">Builds knowledge of core specialist aspects of their own role and strives to develop their knowledge of wider aspectsHas benchmark knowledge of what has worked well elsewhere and/or in the past and why and can communicate this persuasively to others