

Designation:	Systems & Web Developer
Grade:	Grade 5
Hours:	37 (requiring some work outside normal office hours.)
Location:	Ebley Mill
Job Purpose:	To define, deliver and support digital related projects and online services.
Responsible to:	Systems Development Manager
Responsible for:	N/A

KEY DUTIES

- To support, develop and maintain a sustainable online platform and web presence that meets the needs of the council and its customers.
- Under the supervision of the System Development Manager to support and where appropriate, lead on the successful delivery of design, build and code development projects.
- To support the development, maintenance and security of the council's online solutions and platforms.
- Promotion of channel shift & Digital initiatives, including being an ambassador of service improvement across the organisation.
- Ensure delivery of development projects in line with the pre-defined processes
- At times to represent IT on project teams and identify how our IT & digital systems can assist with service delivery.
- To keep abreast of emerging technologies and define how to make best use of them within our solutions.

SKILLS AND KNOWLEDGE

- At least 3 GCSE's (or equivalent) grades A-C or demonstratable relevant experience.
- An IT related qualification or demonstratable relevant experience
- Excellent communication skills both verbal and written
- An understanding of administrative processes and systems
- Experience of working with clients
- Ability to manage own time.
- Experience of Agile and/or Prince 2 projects

Ability to undertake work of a range of advanced activities: either applying to more than one function which requires detailed knowledge and skills in a specialist discipline; or applying to one function which requires detailed knowledge and skills in more than one specialist discipline.

COMPLEXITY AND CREATIVITY

- To constantly look for innovative ways of implementing software solutions and developing transactional services.
- Work which requires a range of imaginative solutions or responses and involves application of fresh and innovatory thinking
- To take a set of defined requirements then translate and build them into new ways of working in line with our digital agenda.

JUDGEMENT AND DECISIONS

- Making the right choice when considering changes to the system to meet user needs; prioritising work and projects, which at times will be busy and with high expectations
- Required to exercise discretion in a range of areas where advice is not normally available, and policies and procedures provide general guidelines.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

Casual.

GENERAL

- To sometimes work outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.
- Show a commitment to safeguarding the welfare of vulnerable adults, young people and children, in line with the organisation's

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.