



<b>Job title</b>	Technical Web Officer
<b>Responsible to:</b>	The Bursar via the IT Manager
<b>Key Relationships:</b>	College IT team, Communications and Web Officer, Fellow Communications Officer, Fellow IT Officer, Information Technology Steering Group, Office of External Affairs and Communications
<b>Place of work</b>	All Sidney Sussex College owned property/sites in and around Cambridge
<b>Salary:</b>	Point 38 to 45 on the University's pay spine; currently equating to £30,046 - £36,914 pro rata pa
<b>Hours:</b>	Permanent, part time equating to a 0.5 full time contract; 18.75 hours per week
<b>Holidays:</b>	25 days annual leave plus 8 public holidays, pro rata
<b>Pension scheme:</b>	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

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### Job Summary

As part of an overall digital strategy, the post holder is responsible for leading the development and maintenance of computer hardware and software required to respond to and deliver the College's digital communications plan in a fast-moving environment. The IT team provides web applications and database development services to the College and the post holder will research, implement, maintain and develop web-based and other online software solutions. This is a technical post, and the post-holder will not be writing significant content for social media and the website.

The College works with a wide variety of technologies across several different departments. The tools and technologies used are selected because we think they are the right tool for the job, but we welcome new ideas which can improve the way we work and the quality of solutions we produce.

### Key responsibilities:

- Installing and maintaining the hardware necessary to deliver the College's websites (both external and separate intranet). This includes maintaining the high-availability servers that run the websites.

- Installing and maintaining the software required to run the College's websites. This includes carrying out relevant research and testing of new software.
- Securing the College's Websites and intranet.
- Developing and maintaining the tools for querying databases related to the College's websites.
- Developing and maintaining the College's Sidnet intranet.
- Providing support and training for those members of the College adding content to the external website both within a CMS and through dynamically-generated pages.
- Liaising with external suppliers on website development.
- Keep up to date with web and online technologies and suggest improvements where appropriate.
- Providing advice on and ensuring compliance with W3 Accessibility guidelines, GDPR and the Freedom of Information Act.
- Supporting the Communications team in the administration of the website.
- Facilitating the development of new forms of electronic communications including use of social networking systems, e-mail bulletins & newsletters.
- Delivering projects related to the website against set timescales.
- To be a member of the Communications Committee.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

#### **General responsibilities**

- To take part in the College's appraisal scheme and to undertake training as required
- To be responsible for your own health and safety in the workplace
- To fully comply with all the College's policies including equality of opportunity and data protection
- To undertake any other reasonable request or duties commensurate with your post

**PERSON SPECIFICATION:**

	<b><i>Likely to include</i></b>	<b><i>Desirable</i></b>
Qualifications, experience and background	<ul style="list-style-type: none"> <li>• Educated to A-Level or equivalent</li> <li>• Experience of contributing to organisational digital strategies and policy</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Experience of working in an educational establishment and campus environment</li> </ul>
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> <li>• Delivering projects against timescales</li> <li>• Ability to conduct focused research that delivers cost effective solutions</li> <li>• Strong communication and influencing skills</li> <li>• Software development process management</li> <li>• Proven track record of improving web communications</li> <li>• Server Operating Systems: CentOS</li> <li>• Apache web servers</li> <li>• Drupal</li> <li>• AWS</li> <li>• Ability to write code in PHP, Perl, HTML, XML and Javascript.</li> <li>• Ability to set up, develop and query SQL databases</li> <li>• Understanding of W3 Accessibility guidelines and the impact of GDPR</li> </ul>	<ul style="list-style-type: none"> <li>• Composer</li> <li>• Azure DevOps or equivalent</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Ability to prioritise workload and work to deadlines</li> <li>• Ability to keep up with changing technologies</li> <li>• Willing to act as a team player, comfortable delivering projects alone or as part of a team</li> <li>• Sound planning, research and organisational skills</li> <li>• Willingness to proactively embrace change</li> <li>• Willingness to adopt a flexible and collaborative approach to tasks</li> </ul>	

*Sidney Sussex College is an equal opportunities employer.*