# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Junior Web Developer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>IT Department / Enterprise Applications</td>
</tr>
<tr>
<td>Job type</td>
<td>Full Time, Permanent</td>
</tr>
<tr>
<td>Grade:</td>
<td>6</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of Web &amp; Mobile Applications</td>
</tr>
<tr>
<td>Accountable for:</td>
<td></td>
</tr>
</tbody>
</table>

## Purpose of the Post

The web and mobile team supports a portfolio of web applications including the public website and intranets. These applications need to be regularly reviewed and improved in order to provide an elegant user experience in line with our brand guidelines, make use of emerging best practices and maintain compliance with latest regulations.

In addition there are a number of forthcoming projects and enhancements that require estimating, designing and developing to support the University’s growth and future plans.

The purpose of this post is to facilitate the above by contributing to application designs, working POCs and creating solutions that can be used to improve the user experience across the University.

## Key Tasks

- Work collaboratively as part of the web and mobile team to understand, capture and turn requirements into effective user stories to be added to the backlog of work items.

- Assist with breaking down work items into tasks providing both initial high level estimates and more granular estimates by identifying and using the most appropriate estimating technique. Participate in backlog grooming and sprint planning ceremonies to ensure other team members understand the tasks and estimates proposed.
- Help design elegant and efficient user experiences that are capable of being accessed across multiple devices and viewports, whilst ensuring that the designs adhere to the brand guidelines as defined in the University's brand policy.

- Work under the guidance of other members of the team to implement and deploy scalable, cost effective solutions using web-based technologies. Ensure that tasks are met within the defined timescales and providing timely communication on progress to assist in planning and delivery.

- Use server side frameworks such as .net to write business logic using languages including C# to be able to expose API endpoints or retrieve data.

- Assist with the use of database tools and scripting languages to retrieve and analyse data, ensuring that regulatory policies such as GDPR are adhered to.

- Participate in the quality assurance lifecycle by assisting with the writing and executing of test scripts, performing exploratory testing and engaging in code reviews.

- Help build both end user training materials and operational documentation that is succinct and easy to understand. Contribute to the departmental wiki pages in order to share knowledge across the rest of the web and mobile team.

- Provide second line support of the enterprise CMS, public website and other web and mobile applications as defined in the service portfolio. Analyse, understand and resolve support requests with internal customers to ensure that the service level agreements are met.

- Work collaboratively with members of the systems and service delivery teams to ensure the reliability and robustness of the services provided by the IT department. This may involve work outside of the core working hours.

- Use resources such as forums, conferences and other media to maintain up to date knowledge of web technologies and strategies, using these to innovate and improve the processes and services provided by the University.

Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.