Aber Uni logo

**Web Assistant**   
**(Year in Employment Scheme)**  
**Information Services**   
£13,000

This placement will be part of the Web Team in Information Services. The placement offers interest, variety, challenge, opportunity and a demanding workload.

# Web Team

The team includes the Web Development Officer, the Web Development Assistant, the Web Technologist, the Web Applications Developer and the Web Assistant (this post) which are all full-time posts.

The team supports a broad range of activities including:

* Provision and support of the CMS
* Development of web applications
* Provision and support of SharePoint and the university blogging service
* Web Compliance
* Implementation of the University strategy relating to marketing and communication via the website

# Details

This is a full time placement, working 36.5 hour a week, for 13 months.

Normal hours of work are 9:00-17:30 Monday to Thursday and 9:00-16:30 on Friday.

Informal enquiries regarding this post can be made to Suzy Shipman, Web Development Assistant (sfs@aber.ac.uk; 01970 628785).

**Closing date: 10am, Monday 14th March 2016.**

*Aberystwyth University is a bilingual Institution which operates a Welsh Language scheme.*

*Aberystwyth University is committed to Equal Opportunities.*

# Further Particulars

The Web Assistant is part of a team of hard-working and highly motivated staff working on development of Aberystwyth University web pages and web applications as well as providing support for users of our Content Management System (CMS). The Web Assistant works with the team and sees the whole lifecycle of large corporate projects. The post holder will be expected to contribute opinions and help make decisions that will shape the future of the University’s web presence. A training programme is given to new staff before they begin their duties.

# Main Duties & Responsibilities

*This job description is subject to review and amendment in the light of the changing needs of the University, to provide appropriate development opportunities and/or the addition of any other reasonable duties.*

* Support
  + Acting as a first point of contact for Web Team enquiries, by email & telephone
  + Providing advice and support to CMS users, by email, telephone and in face-to-face meetings alongside other Web Team staff
  + Providing guidance (at an appropriate level), troubleshooting problems and researching and implementing solutions.
  + Working closely with the rest of the team to deal with user enquiries and find solutions to issues.
* Development
  + Assisting with corporate web site design and implementation
  + Creating and modifying departmental websites
  + Creating dynamic web applications
  + Being an active participant in team and strategic decisions

# Personal Attributes

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| **Person Specification** | **Essential Attributes** | **Desirable Attributes** |
| Experience | Experience of working in a team  Experience of writing web pages  Experience of Windows & UNIX environments | Experience of dealing with customers and providing support  Experience of using a Content Management System |
| Skills | A good working knowledge of HTML and CSS  An appreciation of web technologies such as XML, HTML5, Javascript, JSON and PHP  An understanding of Content Management Systems  Excellent IT skills  Good communication (both verbal and written)  Welsh Language Standard A\* | Ability to acquire new skills and apply them effectively  Working knowledge of MySQL  Willingness to learn Welsh to Standard E. \*\* |
| Personal Qualities | Attention to detail  Ability to work well in a team as well as independently  Commitment to good customer service |  |

**Standard/Safon A (Level 0/0)**

* *The ability to understand the bilingual nature of the University and an awareness of the procedures in place to support working bilingually.*

***Standard/Safon E (Level 3/3)***

* The ability to **understand** everything on the telephone, television, in a meeting.
* The ability to **speak** confidently on various subjects.
* The ability to **give clear presentations** on familiar subjects.
* The ability to **read and understand** articles and reports relevant to the work where complicated information is conveyed.
* The ability to **follow detailed written instructions**.
* The ability to **write** formal letters in standardised Welsh without using a template but with the aid of a spell-check and dictionary as required.
* The ability to **take notes** as someone speaks.
* The ability to **write** short reports which convey information or express an opinion.