



Front-End Web Developer

May 2024

Recruitment Pack

Dear Applicant,

Thank you for your interest in this important role at the University of Lincoln Students' Union group of companies.

Predominately, as a Charity, we aim to ensure that all our members get the most out of their student experience at the University of Lincoln, whatever their interests or aspirations. We support students in numerous ways, such as facilitating a range of opportunities for extracurricular activities including sports and societies and volunteering opportunities, as well as engaging with Campaigns Groups, academic representation and running an Advice Centre advising on financial, academic, housing and wellbeing concerns. We have been blessed with a highly engaged staff team who all work to understand that they are making a real change to our members' lives every day they come to work.

In addition to our Charitable work, the Charity oversees four trading subsidiaries. These companies range from providing licensed trading facilities for Students and the local community in our Engine Shed, Towers, and The Swan operations, to providing an estate agency and accreditation scheme as well as two very successful tech companies. The profits from these commercial companies are then re-invested into student opportunities and support.

The Students' Union Management System (SUMS) Ltd. Is an award winning, sector leading CRM system, developed by a Students' Union, for Students' Unions. The SUMS platform helps ensure that students at the University of Lincoln, and all other Students' Unions that have licenced out the platform, have the best possible experience during their time at university. Our in-house team of developer's custom build modules for the platform and apps to ensure the experience of the users is continually improving.

We are looking for staff who want to work in a challenging but unique sector, who have the right culture and professional standards that we need to drive the organisation forward in to the future. We have fun and aim to create an exciting, vibrant and diverse working environment, whilst maintaining high professional standards and ensuring expectations are met.

Within this role you will be responsible for the creation of aesthetically pleasing and innovative website designs and applications, from concept to completion, for Students' Union Management System Ltd. (SUMS) and a diverse portfolio of commercial clients spanning various sectors. They will create engaging user experiences utilising their extensive technical expertise to design, deliver and maintain client websites in a variety of industries.

For an informal conversation about this role, please do get in contact to arrange a time to chat!



James Brooks

SUMS Managing Director / ULSU Group Chief Executive

A stylized, handwritten signature in white ink on a teal background.

Our Organisation

An SU that makes a positive and noticeable difference to the lives of our members.'

Our Vision is to be...

A Students' Union where every Lincoln student has a great experience and is encouraged and assisted to fulfil their potential both at University and in life.

Our Mission...

We will be an independent, democratic, membership organisation, working in partnership with the University of Lincoln to ensure that our members' voices are heard, amplified and acted upon. We will be an important part of shaping and developing our students' academic, social, sporting and working life by providing services, advice, support and representation to all that need it, so that our students can be work-ready when they graduate.

Our Values...

Quality

We will make sure that everything we do is to a high standard. In everything we do, we will always aim to be the best.

Strong

We will be a strong, sustainable Students' Union that our members can trust to make their experience at Lincoln the best it can be.

Innovative

We will pursue and creative ideas, processes, and products to drive improvements in our services and how we engage with our members.

Inclusive

We will recognise and respect diversity and promote equal opportunities and belonging for all our members.

Honest

We will always be honest with our members. Everything we tell them will be the truth – they can trust us.

Dynamic

We will always respond and act quickly to any issues that affect our members, on campus, in the local community, or nationally.

About this Role

Web Developer, Full-time, Permanent, 37 hours/week

Grade 5A, (£26,906 per annum) plus competitive benefits including pension, holiday allowance and salary sacrifice schemes.

This is an exciting opportunity for a Web Developer to join a fast growing, dynamic and award-winning organisation. The University of Lincoln Students' Union is a not-for-profit, value led organisation which exists to represent the interests of the 17,000 students and support their wider student experience through extracurricular activity.

In this role you will be responsible for the creation of aesthetically pleasing and innovative website designs and applications, from concept to completion, for Students' Union Management System Ltd. (SUMS) and a diverse portfolio of commercial clients spanning various sectors.

Details of this post and of all our vacancies, plus details on how to apply, can be viewed on <https://lincolnsu.com/vacancies>. If you have any queries or if you require any reasonable adjustments to be made throughout the recruitment process, please email: recruitment@lincolnsu.com.

The closing date for completed applications is 11th June 2024.

If successful, candidates will be invited to a panel interview on 20th June 2024.

The University of Lincoln Students' Union is committed to being an equal opportunities employer.

Job Description

JOB TITLE: Web Developer	DEPARTMENT: Students' Union Management System (SUMS) Ltd.
LOCATION: SUMS	REPORTS TO: Business Development Manager
SALARY: Grade 5A (£26,906 per annum), Permanent, Full Time, 37 Hours per week	DATE: May 2024

Key Responsibility 1

Web Design

- To design and develop visually appealing websites and web applications that are user-friendly and fully responsive across a variety of devices.
- To create effective and engaging wireframes, prototypes and mock-ups to effectively communicate design concepts - fulfilling the requirements of the brief from concept to final delivery.
- To design visual imagery for websites and web applications to compliment the final design solution ensuring that they are in line with branding for clients.
- To create and implement visually engaging and user-friendly interface designs (through UX/UI) to enhance user interactions and create an engaging user experience.
- To understand the user journey and their needs/requirements (through market analysis, customer research, usage analytics and qualitative feedback) to skilfully convert these insights into tangible designs solutions.
- To translate design concepts into functional web interfaces and applications; consistently adhering to usability, accessibility, and performance standards.
- To design and conceptualise creative webpages and website solutions for a variety of key stakeholders based on briefs outlined by external clients.
- To meet regularly with key stakeholders and external clients to review business and functional requirements and to determine project scopes and specifications.
- To ensure web projects are delivered on time and within budget, while meeting quality standards and client expectations.
- To conduct website maintenance and undertake edits to existing webpages in timely manner as required by the ULSU Group and external clients.
- To collaborate with the wider SUMS team (Product Development and Technical Development) to ensure a consistent look and feel across the entirety of the SUMS system.
- To contribute, in collaboration with Product Development and Technical Development teams, to the on-going development of SUMS System and Students' Union App; proposing new concepts and product solutions.
- To remain up to date with the latest web design technologies and techniques to incorporate new techniques and technologies into future projects.
- Manage day to day workload ensuring creative priorities are met.
- Make small edits requested by customers, develop plans for completing larger projects, and suggest solutions to improve existing websites.

Key Responsibility 2

Web Development

- To effectively translate project requirements into technical solutions, in partnership with the wider SUMS Team (Product Development/Technical Development).
- To develop conceptual sketches, wireframes, and prototypes to explore and communicate design ideas utilising Adobe Creative Cloud.
- To utilise HTML/CSS/JavaScript to build functional websites and edit existing pages, utilising various technologies, based on approved designs.
- To create engaging user interfaces and interactive components using HTML, CSS, and JavaScript frameworks.
- To optimise web pages for maximum speed and scalability delivering a seamless user experience across different devices and browsers.

- To implement and integrate new and existing APIs into front-end designs and web applications to enhance functionality and data exchange.
- To write clean, maintainable, and well-documented code adhering to established coding conventions.
- To maintain a working knowledge of Web Content Accessibility Guidelines and apply, where appropriate, to new and existing website pages.
- To undertake sufficient testing protocols and procedures to ensure that any code errors or bugs within the software are corrected prior to releases; utilising GitHub to highlight enhancements and note feedback.
- To deploy Search Engine Optimisation principles across all websites, to improve their reachability and visibility to the student population.
- To participate code reviews and knowledge sharing sessions to promote best practice and continuous learning within the team.

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

Additional Information

Scope and Dimensions of The Role	<ul style="list-style-type: none">• Work in a manner that reflects the values of the organisation as shown in the Union's constitution and strategic plan, and in line with Union policies and procedures.• Promote a positive image of the University of Lincoln Students' Union at all times.• Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.• Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to current Data Protection Legislation.• Engage in appropriate training programmes as identified by your line manager.• Participate in the staff performance and development review scheme.• Actively follow and promote Union policies.• Some attendance at meetings outside normal office hours may be required to meet the needs of students and a flexible approach to working is essential.• Develop strong relationships with members of the Union's Senior Management Team.• To undertake such other additional duties as may be required from time to time within the overall scope of the appointment as directed by the Senior Management Team.		
Key Working Relationships	<ul style="list-style-type: none">• Business Development Manager• Chief Operating Officer• Director of Technical• Senior Software Developer• Software Developers• Internal Staff Teams (Customer Support/Product Development)• Lincoln Students' Union Staff Team		
External Contacts	<ul style="list-style-type: none">• SUMS Users – Students' Union Contacts• External Clients• External Service Providers/Contractors		
Author	J.E Gregory-Gallagher	Date Published	May 2024

Person Specification

Selection Criteria	Essential (E) or Desirable (D)	Where Evidence Application (A), Interview (I), Task (T), References (R)
Qualifications: <ul style="list-style-type: none"> Degree in any relevant IT or software discipline or similar field/or equivalent experience. Qualification in Web Development/Design or relevant experience. 	<p>E</p> <p>D</p>	<p>A, I, T</p> <p>A, I</p>
Experience: <ul style="list-style-type: none"> 1-2 years+ experience of web with a strong portfolio showcasing web projects and applications. Proficiency in front-end technologies (HTML, CSS, JavaScript) and popular frameworks/libraries. Experience of web development tools and technologies, including version control systems (e.g., Git), build tools, and package managers. Experience of planning and developing websites/web applications across multiple products and organisations. Experience of designing websites based on client briefs and specifications. Experience in design tools such as Adobe Creative Cloud, Figma, or similar. Experience of developing sketches, wireframes, and other design artefacts for digital design projects. Visual design experience with proficiency in typography, desktop/mobile UX and UI, colour, layout, iconography, and aesthetic sense and how these elements impact product function. Proven experience in all phases of the design process including user research, copywriting, wireframing, prototyping, visual design, interaction design, and usability testing. Experience of working in a fast-paced, commercial environment with a track record of delivering high-quality work that delivers positive results. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, T</p> <p>A, T</p> <p>A, T</p> <p>A, I</p> <p>A, I</p>
Skills and Knowledge: <ul style="list-style-type: none"> Strong understanding of software architecture, design patterns and data structures. Strong understanding of HTML, CSS, JavaScript. Strong understanding of web standards and SEO best practice to ensure designs are optimised for search engines and are accessible to all users. 	<p>E</p> <p>E</p> <p>E</p>	<p>A, I, T</p> <p>A, T</p> <p>A, I</p>

<ul style="list-style-type: none"> Strong problem-solving skills and attention to detail, with the ability to debug and troubleshoot issues efficiently. Excellent communication and collaboration skills, with the ability to work effectively in a team environment. Ability to translate client feedback into tangible actions as part of the design and development process. Ability to manage multiple priorities, adhere to deadlines, and iterate quickly in a highly collaborative, fast-paced environment. Ability to take responsibility for projects and deliver them to the highest quality. Ability to confidently share ideas and opinions. Ability to reduce complex problems down to flexible, intuitive patterns and solutions. Proven ability to communicate design rationale and decisions with a range of stakeholders. Excellent communication and interpersonal skills, with the ability to effectively lead and collaborate with cross-functional teams. Experience working in an Agile Development Environment. 	E E E E E E E E E D	A, I A, I A, I, T A, I A, I A, I A, I A, I A, I
Competencies & Personal Attributes: <ul style="list-style-type: none"> A proactive 'can-do, will-do' attitude. Excellent communication and collaboration skills, with the ability to work effectively in cross-functional teams. Excellent time and project management skills. Excellent attention to detail and an intuitive eye for customer needs beyond the obvious. Committed to the delivery of high standards of service. Passion for design; not satisfied with the status quo and always thinking of ways to improve. Creative problem-solving skills. Dynamic, creative personality, effective at engaging and influencing a variety of audiences. Adaptable to changing situations. 	E E E E E E E E E E	A, I, R A, I A, I A, I A, I, R A, T A, T A, I A, R
Business Requirements: <ul style="list-style-type: none"> May be required to work the occasional evenings and weekends 	E	A, I

Essential Requirements are those, without which, a candidate would not be able to do the job.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Please refer to the Guidance for Applicants accompanying this Recruitment Pack for further information.

Guidance for Applicants

Equality & Diversity

The University of Lincoln Students' Union is committed to ensuring all applicants have an equal opportunity when going through the recruitment process. As such, to ensure a fair process, this guidance document has been created to ensure all applicants have the same information. At any point during the recruitment process, if you require any help or reasonable adjustments made during the process, then contact recruitment@lincolnsu.com where a member of the HR Department will help you as best as they can.

Data Protection

Information provided by you in your application may be copied for use during the recruitment process. Once the recruitment process is completed, the data supplied by unsuccessful applicants will be stored for at least 6 months and will then be destroyed. The application of the successful candidate will be retained and used as part of the employee's personnel file.

Applicant Declaration

The applicant declaration form is available to download from our website <https://lincolnsu.com/vacancies/staff>. Please ensure that this is filled out accurately as your application will not be processed if it is incomplete from question 2 onwards. Any information provided in this section will not be used as part of the application process and will be removed to ensure no bias by any members of the panel.

Please let us know if any adjustments are necessary to any part of the recruitment process in order to cater for a disability. If you are offered the position, any adjustments that may be required will be considered in consultation with you. Please contact the HR Department on recruitment@lincolnsu.com if you wish to submit your application in an alternative format.

CV and Cover Letters

Along with an Applicant Declaration form, applicants must submit a CV and Cover Letter to be considered for a vacancy. Any information that you wish to be included in the application process must be included in the CV and Cover Letter. There may be certain situations whereby additional supplements will be accepted, such as portfolios, but these will be requested on the job advert.

Rehabilitation of Offenders and Disclosure

You are required to list any convictions that are not spent under the Rehabilitation of Offenders Act 1974. These will not be taken into consideration unless they are relevant to the duties of the post. If you need any further guidance, please contact the address on the previous page. Under the Police Act 1997, a Disclosure may be required from the Criminal Records Bureau prior to the confirmation of an appointment. A copy of the Criminal Records Bureau Code of Practice on Disclosure is available on request.

Education & Training

On your CV, you should include any formal education that you have received, with grades. E.g. University, Sixth Form, etc. As well as the details of any professionally accredited training courses that you have completed, with details of professional membership bodies, including any membership expiry dates if applicable.

Details of Relevant Training Courses Attended

Please also include any personal development courses in your application, such as First Aid, or Microsoft Suite training, along with the expiry date if applicable and the training provider if different to your most current place of employment.

Employment

Please provide details of your current/most recent employment, along with any notice period required. Then please provide a summary of your main duties and responsibilities within your role. This section does not need to be too long but a brief outline of what you did within your role.

Previous Employment

Please include information on your employment and voluntary history for the past 10 years, including length of employment, what the role was, and key responsibilities during that employment. Each section regarding key responsibilities does not need to include too much information, but just a brief overview of your main duties.

Experience

You should explain how your previous experience will allow you to fulfil the role you are applying for. The Job Description and Person Specification, which can be downloaded from the vacancy page, will help you tailor your experience for the role that you are applying for.

References

On the applicant declaration form, please ensure that you provide contact information for two references, with at least one being from your current or most recent place of employment. We understand that you may not wish for references to be contacted in case you feel that it would affect your current employment. As such, we would like to assure you that we will not contact references unless you are offered the role and then only once we have received signed and written consent from yourself that you are happy for your references to be contacted.