



**UNIVERSITY OF LINCOLN STUDENTS' UNION
JOB DESCRIPTION**

JOB TITLE: Software Developer	DEPARTMENT: Central Services
LOCATION: Students' Union	REPORTS TO: Senior Web Developer
SALARY: Grade 5, £23,334 per annum, 37 hours per week, permanent.	DATE: November 2018

Context	<p>The Students' Union is an independent body affiliated to the National Union of Students and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community.</p> <p>Student leaders are elected by the student body and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	<p>The role is designed to support, maintain and develop the Students' Union sector leading CRM system; Students' Union Management System (SUMS)</p> <p>The primary purpose of the successful candidate is to assist in the development, support and general maintenance of the platform spread across longer term projects and day-to-day tasks. The role will also assist in resolving software development related queries and issues, assisting the Web Assistant as required.</p> <p>The successful candidate should have a passion for all things technological, a team player and be able to work on a wide variety of projects utilising lots of technologies.</p>

KEY RESPONSIBILITIES

<i>Key Responsibility 1</i>	
Support	<p>Maintain a presence in liaison with the Senior Web Developer as level two and first level escalation for support of the SUMS platform and associated issues, supporting the Web Assistant where necessary.</p> <p>Take an active role in implementing patches and small feature additions that may come through support channels to recommend to the Senior Web Developer for implementation, to ensure the platform is kept in line with stakeholder requirements outside of the usual project scope.</p> <p>Keep up to date on the latest platform developments and progress to ensure relayed information is kept relevant.</p>
<i>Key Responsibility 2</i>	
Web Technologies and Standards	<p>Ensure code developed for the platform is kept modern and in line with sector developments, to ease the maintainability and longevity of SUMS development.</p>



Throughout module development, passively research new core technologies, best practices and tooling efficiencies in line and beyond platform development.

Support the Web Assistant in documenting internal tooling processes and underlying core project technologies, as to allow for an internal archive of reference guides.

Key Responsibility 3

Platform Development

In liaison with the Senior Web Developer, assist in the development and expansion of new and existing modules, whilst creating seamless and consistent user experiences.

Throughout development, ensure that code quality is maintained, and appropriate documentation and testing is completed.

Throughout development, liaise with external stakeholders to ensure technical requirements continue to be met and development stays within adjusted requirements.

Implementation of project independent patching & feature additions to ensure stakeholder expectations are facilitated in line with the development schedule.

Keep the website appearance in line with platform developments to ensure seamless integration between web services and the core platform, liaising with the Web Assistant and the Students' Union communications department to maintain thematic and content relevancy.

Key Responsibility 4

Maintenance

Utilise automated tooling to ensure code quality is kept inline across the project and the application continues to build gracefully onto the development and production environments. Making minor adjustments as necessary.

Oversee day to day internal support in line with internal requirements to ensure requests that come through the support desk are implemented effectively.

Key Responsibility 5

General Duties

The role will also involve supporting the Web Assistant in implementing website tasks in line with requirements provided by the students' Union communications department.

Ensure compliance with organisational policies and procedures.

Make recommendations as part of continuous improvement to streamline processes and procedures to ensure SUMS is being used effectively.

Undertake training as and when required as part of Continuous Personal Development.

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	<p>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.</p> <p>Promote a positive image of the University of Lincoln Students’ Union at all times.</p> <p>Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection Legislation.</p> <p>Engage in appropriate training programmes as identified by your line manager.</p> <p>Participate in the staff performance and development review scheme.</p> <p>Actively follow and promote Union policies.</p> <p>Some attendance at meetings outside normal office hours may be required.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection legislation.</p> <p>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.</p>
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Key Working Relationships	<p>Senior Web Developer</p> <p>Students’ Union Marketing and Communications Department</p> <p>Students’ Union Senior Management Team</p> <p>Students’ Union Staff</p>
External Contacts	<p>University of Lincoln ICT Department</p> <p>SUMS Platform Clients</p> <p>External Service Providers</p>

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**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title: Software Developer

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Degree – any relevant IT or software discipline	D	A
Experience: Experience of resolving software development related support issues	E	A,I
1 years+ industry experience of web development languages (namely PHP, JavaScript, HTML/CSS)	E	A,I
1 years+ industry experience of database technologies (namely MySQL)	E	A,I
Experience of developing applications on an AWS infrastructure	D	A,I
Experience of developing software in a team environment	D	A,I
Experience of supporting the delivery of projects	E	A,I
Experience of passing skills on to others	E	A,I
Skills and Knowledge: Excellent communication skills – visual, written and verbal	E	A,I
Good planning and organising skills	E	A,I
Strong IT skills	E	A,I
Knowledge of modern technologies and standards	E	A,I
Competencies & Personal Attributes: Excellent attention to detail	E	A,I
Innovative, with strong problem-solving skills	E	A,I
Ability to work with minimum supervision, and meet deadlines	E	A,I
Ability to relate to students and staff	E	A,I
Passion for technology and software development	E	A,I
Business Requirements: 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.