JOB DESCRIPTION

Job Title:	Student and Academic Services Web and Publicity Officer	Grade:	SG6
Department:	Directorate of Student and Academic Services	Date of Job Evaluation:	February 2017
Role reports to:	Assistant Director Student and Academic services (Student Services)		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	Web editors and other colleagues within the Directorate of Student and Academic services		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:
A high quality, engaging and effective web and digital presence is critical to the Directorate and a key vehicle for enabling the communication of the wide range of services available to students as well as important information on policies and procedures.
Within that context, the role holder will be responsible for supporting the development and editing of the Directorates webpages.

KEY ACCOUNTABILITIES:

Team Specific:
- Lead the implementation of high quality, up to date web content.
- Lead the monitoring and reporting as appropriate on the compliance of locally published content within agreed guidelines, including privacy impact assessments and Equality and Diversity Impact Assessments.

- Supervise and participate in the administration of the Directorates and attendance at University Web Editors Forums.

- Managing queries from web editors in the Directorate and users of the systems managed by the team.

- Preparation and updating of documentation on systems and procedures.

- Monitoring data to support the enhancement of Directorates website and associated publicity.

- Coordination of training opportunities and materials for staff across the directorate including the provision of some training for colleagues within the Directorate.

- Work closely with the Assistant Director Student and Academic Services Student Services to ensure the continuous quality improvement of web based provision in the Directorate.

- Participating in SAS meetings as appropriate.

- Providing general administrative support to the SAS web Editors Group, including notes of meetings as and when required.

- Conform at all times with University policies, procedures and standards.

Generic:
- Maintain an up-to-date knowledge of new developments in relevant technology and practice, particularly in relation to its application within a Higher Education context.
- Be aware of issues relating to diversity and inclusion and how such issues relate to usability, accessibility and appropriate legislation (e.g. Equality Act) within the Directorate.
- To liaise with colleague across the Directorate who have responsibility for web provisions
- From time to time, participate in specific projects that enhance communication activities in the directorate.
- Carry out other duties as may from time to time be reasonably required.

Managing Self:
- To show initiative in contributing to the development of Office processes
- Ability to work on own initiative without constant supervision
- To have a willingness to develop professionally, maintaining a knowledge of techniques and developments within the IT industry

Core Requirements:
- Adhere to and promote the University's policies on Equality and Diversity and Information Security Ensure compliance with Health & Safety regulations
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:
- The post holder will have access to key University systems, it is therefore essential that they demonstrate a high level of professional integrity and discretion.
- Any other duties as appropriate to the post and grade
- A willingness to travel to or work from any of the university's sites as necessary
- A willingness to represent the department as a Green/Sustainability Champion
- A willingness to undertake a health & safety role

KEY PERFORMANCE INDICATORS:
- To produce high quality work delivered to agreed timescales.
- To ensure that agreed service level performance targets are achieved.

KEY RELATIONSHIPS (Internal & External):
- Colleagues across the Directorate
- Colleagues in other Directorates including the web team based in Information and Library Services.
- Colleagues undertaking similar roles in the University and in other HEIs as appropriate

PERSON SPECIFICATION	
Essential	**Desirable**
Experience • Proven experience of large and diverse website • Proven experience of web publishing and quality control techniques	**Experience** • Some experience of working within the post compulsory education sector • Some experience of developing delivering training
Skills • Computer literate • An understanding of web based technology • Proven experience of Content Management Systems and data driven websites • Proven verbal, written and presentation skills • Proven understanding of HTML	**Skills** • Demonstrable experience of page building tools such as Dreamweaver • Knowledge of HTML , PHP, Javascript or JQuery • Writing for the web • A Knowledge of CSS
Qualifications • Educated to degree level or equivalent demonstrable experiential learning within a relevant discipline	**Qualifications** • Appropriate HTML, Javascript, JQuery or PHP certification

	• Membership of a relevant professional body
Personal attributes • We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity	**Personal attributes** • N/A