



Job Description

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| Job Title | Website Development Assistant (Student Placement or Graduate Internship Role) |
| Zone | Central - Systems |
| Reports to | Systems Manager |
| Responsible for | N/A |
| Grade and salary | £18,851 per annum – this role is a temporary contract for one academic year. |

Purpose of the job

The University of Surrey Students' Union is the sole representative body for University of Surrey Students. Our charitable mission is to enrich students' lives, the community in which they live and the University of Surrey by creating the changes they want and to enable them to achieve their ambitions. We represent approximately 16,000 students on every level of their University experience, led by a team of elected student representatives and a dynamic staff team. We take pride in the outcomes we achieve for our members, and are currently ranked 7th best Students' Union in the country in the National Student Survey. We strive to be an employer of choice, where staff enjoy working in a varied and flexible environment. Culturally we foster inclusivity, openness and a friendly workplace where all employees are valued and understand the contribution they make to the organisation's strategic objectives.

The role:

The Union's website is not only the public advertisement of the Union, but also the gateway for all students and Union staff members to access vital information and services. It is therefore important that this website provides a smooth, easy and simple experience for users. This role is an essential part of the team that must deliver the Union's systems vision by further developing the current website platforms.

The post holder has an exciting opportunity to work with the Union's System's Manager to re-develop the functionality and aesthetics of the Union's website and its subsites. This will involve both front-end and back-end development within our Wordpress platform. You will work with the Union's student officers and staff to bring to life their website plans, supporting them to achieve their aims and providing technical assistance where required.

This is a dynamic time for the Union's systems team as they create new custom plug-ins and features within Wordpress platform to replace those previously hosted through an on-premises Sharepoint server. This role will include problem solving and creative thinking to support the Systems Manager implement an end-user led program of work. On the front-end side, the role will include significant effort to improve the user experience of the Union's platforms, creating dynamic and personalised content. The key to this role is showing enthusiasm and a genuinely interested and proactive approach to Union systems, and the staff and students who need to use them.

Key Responsibilities:

- Work with the Systems Manager to solve issues and produce creative solutions in response to Students' Union goals.
- Responsible for maintaining interactive elements of the Union's Wordpress installation and developing solutions to engage students online.
- Responsible for developing dynamic and personalised front-end content in line with end user feedback and focus group research.
- Support the team by developing and maintaining new plug ins and features for our Wordpress platform replacing those previously hosted on the Union's Sharepoint installation.
- Create documentation to explain to users and staff members the code and features developed within this role.

Person Specification

The following criteria are essential:

- Experience of front-end web development using HTML, CSS, and Javascript
- Experience of server-side programming using PHP
- Experience of using APIs to populate webpages with dynamic content
- The ability to navigate and act on available developer documentation when working with different systems
- Knowledge of good developmental practices, including documentation surrounding created codes and features.

The following criteria are desirable:

- Familiarity with Wordpress
- A keen interest in the Students' Union and what we do
- Knowledge of UX good practices and the ability to communicate this to non-specialist staff