


Job title:	Web Systems Manager and Developer		
Business unit:	Association Services – ICT		
Grade:	2	FTE	1.0
Reports to:	Head of IT		
Direct reports:	None		
Place of work:	Flexible		
Purpose of the role:	<p><i>All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society."</i></p> <p>The Web Systems Manager and Developer will provide strategic leadership and management of the Association's systems and related operations and will oversee the operations managing risk and opportunity and lead the Associations operational activity.</p> <p>A key focus of the role is to effectively lead and maintain and develop the website and web services. You will be the primary lead technical specialist in web services, you will also work with key stakeholders to provide expertise and support to other WEA systems.</p> <p>The post holder will need to develop and manage relationships with key stakeholders and Senior managers including key IT suppliers and work in partnership to deliver improved national web services.</p> <p>You are responsible for decision making that may impact the financial standing of the organisation.</p>		

Key areas of responsibility

1. Lead the development, design, structuring and maintenance of the Website, web services and supporting activities and provide oversight of web application security provision to maintain our CE+ certification. Specifically, implement and develop the Association's Web systems;
2. Along with the Head of IT contribute to the development and implementation of the ICT strategy, plans and policies as a senior member of the ICT management team;
3. Lead on the design and implementation of short, medium and long terms plans to ensure ICT web applications meet existing and future capacity and capability requirements;
4. Design and develop procedures and associated implementation, testing and training plans for web applications and database administration, security and data management;
5. Lead on the development of standardised systems and processes;
6. Identify and lead integrations with other systems, including Single Sign;
7. Identify where automation can streamline process and design and deliver automated systems;
8. Work with key stakeholders and senior managers to implement effective changes to systems;
9. Ensure that management information services are improved by reviewing and developing them to meet changing needs;
10. Lead the effective management of Web software suppliers and act as the Association's senior technical SME point of contact for technical training, development, user-specific needs and licensing;

11. Give SME guidance to web users and advise on integration and standardisation;
12. Lead the development and the distribution of effective data collection methods in response to external and internal demand for reports;
13. Ensure close communication with senior managers, colleagues in other areas / teams and develop packages of support for front-line staff, tutors, branches and volunteers to support and improve marketing, communications, administration and training and development in the heart of the Association's local communities;
14. Maintain effective relationships with key suppliers to secure best value for ICT goods and services and to encourage innovative ideas to be adopted;
15. Ensure that all requirements and obligations affecting employees, property and equipment are fully complied with, as appropriate to the post holder's responsibilities;
16. Ensure compliance with external and internal security requirements (i.e. information security policy and CE+) and ensure web services and all integrations remain compliant with Cyber Essentials +;
17. Ensure business continuity measures are implemented for web applications and kept up to date including disaster recovery plans;
18. Responsible for the web identifying key risks for the board risk register and take actions to manage ICT related risks;
19. Effectively project manage systems changes and new system requests;
20. Undertake such duties as reasonably requested by your manager.

To be used in conjunction with relevant person specification

	Person specification		
Criteria	Essential (✓)	Desirable (✓)	Assessment method <i>(for recruitment only)</i> A – Application Form I – Interview T - Test
Education & qualifications			
Educated to degree level or equivalent experience	✓		A/I
PRINCE 2 or other Project Management frameworks or equivalent experience	✓		A/I
MSP Managing Successful Programmes		✓	A/I
ITIL Foundation		✓	A/I
Information Security certification e.g. CISMP		✓	A/I
Azure or AWS experience		✓	A/I
SQL DB administration qualification or equivalent experience	✓		A/I
VB, .net or C# professional qualification or equivalent experience	✓		A/I
Experience			
In depth experience of using data processing systems	✓		A/I
Experience of administrative processes, workflows and data	✓		A/I
Experience of a system administration role	✓		A/I
Experience of maintaining, developing and configuring Websites	✓		A/I
Experience of testing software	✓		A/I
Experience managing significant systems projects	✓		A/I
Drupal or Wordpress development experience	✓		A/I
Angular/PHP/C#/.net experience	✓		A/I
Powershell or other scripting experience	✓		A/I
HTML5/Javascript/XML experience	✓		A/I

Integration experience including RESTful API, SOAP API's, 3 layer architecture model, proxies	✓		A/I
Information Security experience delivering ISO27001/CE+		✓	A/I
SQL experience		✓	A/I
LAMP/Linux stack experience		✓	A/I
Knowledge & skills			
Ability to manage budgets and resources	✓		A/I
IT / System requirement capture	✓		A/I
Develop database structures and interfaces with other software	✓		A/I
Excellent interpersonal skills	✓		A/I
Knowledge of GDPR, Data Protection, encryption and other compliance standards		✓	A/I
A/I Experience of delivering automated business and ICT process solutions	✓		A/I
A/I Experience of Load testing, Unit testing and Smoke testing	✓		A/I
A/I GitHub or BitBucket experience and the ability to understand proper versioning requirements	✓		A/I
A/I Experience of developing Internet applications	✓		A/I
MSMQ or similar experience		✓	A/I
Release Management and delivery	✓		A/I
Competencies			
Student and WEA values focused (Level 4)	✓		A/I
Achieves results (Level 4)	✓		A/I
Works collaboratively with others (Level 4)	✓		A/I
Manages self, learning and personal development (Level 4)	✓		A/I
Delivers excellent service (Level 4)	✓		A/I
Additional requirements			
Comply with all WEA's Policies and Procedures, e.g. Code of Conduct, Health and Safety, Safeguarding and the Prevent duty and Equality and Diversity Policy	✓		A/I
A willingness to travel within the UK	✓		A/I
Be prepared to occasionally work flexibly, including outside of normal office hours	✓		A/I

To be used in conjunction with relevant job description