

JAZ Creative Job Description

Web Developer

POSITION TITLE:	Web Developer
REPORTS DIRECTLY TO:	IT Director
OVERALL RESPONSIBILITY:	To produce design work of the highest calibre that fits within the company objectives and values. Take responsibility for individual projects and manage them from the beginning to completion.

Company Intent:

- To Amaze

Core Values:

- Excellence
Continually improving what we do
- Integrity
Doing the right thing when you know you can do the wrong thing and get away with it
- Respect
Treat others as you would like to be treated

Key Role/s:

- Web Programming and authoring
- Web development
- Project management
- Client liaison and help

Key Working Relationships:

Staff Member	Purpose
Managing Director	Liaison and support as required to achieve Company goals
IT Director	Liaison and on a daily basis to achieve efficient work practices and to meet the production demands of the Studio
Studio Manager	Liaison and guidance when appropriate basis to achieve objectives of the company

BUSINESS OPERATIONS FUNCTIONS

Function	Tasks	Key Performance Indicators	Reference
Operations management	Manage personal workflow	Ensure efficient work practices keeping diary system up to date and meeting deadlines	
	Adhere to policy and procedures	Ensure all work practices are carried out in accordance with policy and procedures	
Client relationships	Respond to Existing client enquiries	Handle technical enquiries and provide over the phone support for CMS Sitebox®	
	Conduct training sessions	Train clients on the use of Sitebox® and or backend end systems, web applications developed	
Product Design & Delivery	Obtain Brief	Ensure a concise brief is obtained from client and all relevant material for job is obtained	
	Project management of job	Manage all aspects of job including client contact, follow up on quotes and materials and liaise with any suppliers or third parties	
	Prepare production schedule as required	Prepare a production schedule and obtain client written approval	
	Produce Job	Ensure all facets of the job are completed to the highest standard	
	Liaise with relevant suppliers	Manage outside suppliers such as applicable to ensure work is completely accurately and within agreed time	
	Obtain various sign offs from client in line with policy & procedures	Ensure client sign off is obtained on each step of the production process	
	Check final product/quality control	Ensure the final product meets quality control standards before being sent to the client	
	Prepare job for invoicing	Make sure all relevant paper work and sign offs are in job bag ready for invoicing	
	Archive job	Make sure folder is cleaned up and ready to be archived.	
	Client follow up	Follow up with Client after each job to ensure they are completely happy and satisfied.	
Website Production	Slicing website design files	Ensuring that design graphics are sliced into the various elements ready for construction	
	Building website html / xhtml files based on provided design	Building the web site in accordance with the design provided	
	Constructing css file based on design requirements	Ensuring the CSS are set in accordance with the design guidelines	
	Set up of files into Sitebox®	Build the web site into the CMS Sitebox® ensuring the site is fully functional	
	Addition of website content	Propagating the web site with content accurately in accordance with style guidelines	
	Testing of website functionality	Ensure web site works across various browsers and all links are correctly working	
	Publishing of website	Make web site live and check to ensure all is working	

Key Measurement of Success:

- Production work is carried out efficiently, accurately and profitably
- Programming and code is of a high calibre
- Quick response to system and client issues
- Effective and efficient work flow systems are maintained
- Client relationship opportunities are identified and developed

Authority Levels

Server	<ul style="list-style-type: none">• Modification of selected files on web servers.
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Personal Qualities and Competencies

Skills - required	<ul style="list-style-type: none">• Demonstrated experience in website development in<ol style="list-style-type: none">1. HTML, CSS2. Java Script• High level interpersonal skills• Analytical skills• High level of written and verbal communication skills• Negotiation skills• Proficient in relevant software packages in particular an understanding of the web
Skills - desirable	<ul style="list-style-type: none">• Demonstrated experience in website development using<ol style="list-style-type: none">1. JQuery2. Flash3. PHP4. Mysql administration5. Cpanel / WHM administration tools
Competencies	<ul style="list-style-type: none">• Ability to problem solve and think laterally• Scheduling and implementation skills• Willingness to continually learn and develop expertise
Personal qualities	<ul style="list-style-type: none">• Determination• Quality orientation• Self motivation• Organisational skills• Leadership skills• Drive and ambition• Proactive thinking and forward planning