



London Met Students' Union

## Job Title: Student Web Designer

<b>Salary:</b>	£13.44/hour including holiday pay
<b>Hours</b>	Zero-hour contract
<b>Report to:</b>	Communication & Marketing Coordinator
<b>Responsible for:</b>	

**Job Purpose:** To work with LMSU in redesigning the front-end of our website towards being more visually attractive, interactive and mobile-friendly in accordance to our website development roadmap

### **Main Duties and Responsibilities:**

#### Web research

- Participate in sessions with our web platform provider, MSL, for familiarisation with the system
- Participate in consultation sessions with LMSU staff and officers to gather their needs and determine best practices regarding the organisational website
- Research and evaluate relevant design trends

#### Web design

- Design and improve website based on requests, feedbacks and suggestions from LMSU staff and officers
- Create wireframes or mockups for web pages (both for desktop and mobile)
- Design website layouts for desktop and mobile devices
- Develop custom design based on MSL
- Design relevant graphics, icons and logos
- Integrate Google Analytics, Google Ads and Hotjar to the newly designed website

#### Website testing and maintenance

- Run and monitor tests regarding the website functionality and compatibility with the needs of students and LMSU staff and officers, mobile usage, and relevant analytics platforms
- Troubleshoot any website issues and advanced website update emerging through the tests or throughout the academic year, while maintaining the design standards and best practices of the website

### **Miscellaneous/ Other Duties:**

- Act as an ambassador for the SU, promoting a positive image, in everything that you do.
- Attend meetings and training events as required to aid SU and personal development.
- Undertake training and develop specialist knowledge in appropriate areas.
- Comply with and promote the environmental and sustainability policies and practices within the SU.

- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with all colleagues and activities. This may involve undertaking duties in support of the activities and services of other areas of the SU.
- Carry out all duties in accordance with the SU policies designed to protect members of staff or students from harassment. It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it.
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the SU and University Health and Safety Policies, Codes of Practice and local arrangements.
- Co-operate with the line manager or any other person with specific responsibility for health and safety, to enable the SU's and University's responsibilities under the Health and Safety at Work Act to be performed.
- Demonstrate a commitment to working in a democratic environment.
- The SU will require the appointee to undertake a Disclosure and Barring Service (DBS) Check prior to employment commencing. The DBS clearance will be sought by the SU.
- The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required.
- The job holder may undertake other duties of a reasonable nature, as may be determined by the postholder's line manager from time to time, in consultation with the postholder.
- The Job Description may be subject to amendment from time to time after discussion with the post holder.
- This job description does not constitute part of the contract of employment.

#### Review Clause:

This is a description of the job as it is presently constituted. It is the SU's practice to periodically examine job descriptions and to update them to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes. This procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. When a manager seeks to amend or vary the job description it will seek to do so with the agreement of the employee, giving consideration to any representations s/he may wish to make. Where agreement is not possible, the manager will confirm the changes to the job description to the employee in writing, together with the date on which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means is appropriate. Where changes are made to a job description, consideration will be given to whether the post should be subject to re-evaluation depending on the extent and scope of the changes.

#### Personal Specification

Attributes	Relevant Criteria	How Identified	Rank
<b>1. Relevant Experience</b>	Experience in designing branded website for charities, non-profit or educational organisations	CV, portfolio and interview	Desirable
<b>2. Education and Training</b>	Current student at London Metropolitan University	CV	Essential

	Currently studying a degree programme at School of Computing and Digital Media	CV and interview	Essential
<b>3. General &amp; Special Knowledge</b>	Proficiency in Microsoft Office, OneDrive and Microsoft Teams	CV and interview	Essential
	Knowledge of UI and UX research and design	Portfolio and interview	Essential
	Knowledge of HTML and CSS	Portfolio and interview	Essential
	Proficiency in image manipulation and video editing for web design	Portfolio	Essential
	Understanding of content management system, preferably MSL	Portfolio and interview	Desirable
	Knowledge of new design trends	Interview	Essential
<b>4. Skills &amp; Abilities</b>	Ability to work both independently and with other people	Interview	Essential
	Ability to liaise and actively communicate with people at all levels		Essential
	Able to produce accurate work to SU deadlines		Essential
	Organised in their approach to work		Essential
	Good work ethic and willingness to learn		Essential
<b>5. Equipment and Software</b>	Computer/Laptop suitable enough to do design work on, and enough storage		Desirable

**In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a shortlist.**