University of Edinburgh

Job Description - Web Architect

1. Job Details

Job title: **Web Architect**  
School/Support Department: **Physics**  
Unit (if applicable):  
Line manager: **Convenor of School Computing Committee (currently Deputy Director, EPCC)**

2. Job Purpose

To re-design, engineer, implement and maintain the infrastructure of the School website, particularly those areas relating to teaching (undergraduate and postgraduate) and its support and School administration and to ensure that the website plays a leading role in marketing and dissemination across the range of School activities. Also to act as School contact for University-led web initiatives.

3. Main Responsibilities

1. To develop a structured publishing framework identifying in detail the roles (authors, editors and publishers) required to maintain a single unified site. Plan and implement various access levels to facilitate staff in the School to create, edit and organise information on the website through the use of appropriate software and tools; to design and develop such additional software and tools as may be necessary.  

2. To engage with colleagues of widely varying interests, experience and technical abilities in an efficient and co-operative manner inspiring them to engage with the procedures and policies set in place to enable adoption of these improvements. Also to identify associated training and support requirements necessary to facilitate this.  

3. To implement the overall School strategy and publish policies and procedures, site plan and access levels for the School and disseminate to relevant staff.  

4. To ensure that the redevelopment of the School website is in accordance with on-going University web development projects, in order to maintain consistency and conformity where appropriate.

4. Planning and Organising

- Plan the redevelopment of the School of Physics website over the next 12-24 months  
- Organise personal workload on a monthly basis without significant supervision  
- Respond effectively to queries and problems from external contacts and school staff  
- Plan and prioritise personal workload over 6-12 months, in conjunction with manager and School Computing Committee, meeting agreed deadlines  
- Highlight conflicting or competing demands and work with manager to determine how these should be resolved and prioritised  
- Contribute to School Information Management Strategy
5. Problem Solving
The post holder inherits a web site with wide-ranging and complex problems and issues from diverse areas within the School. This inhibits a “quick fix” solution being practical and is set against a School-wide demand for appropriate and timely redevelopment solutions. The post holder must address these issues in order of priority. The post holder will have to balance the need for a robust and effective solution against the time taken to implement it. In addition, the post holder must ensure that routes to information suitable for different visitors to the site should be easily and readily accessible. Guidance on developing suitable strategies will be provided by the School Computing Committee and School Administrator. The post-holder is responsible for providing solutions to technical problems.

5. Decision Making
Makes key decisions regarding changes to the underlying structure and architecture of the website, in consultation with the School Computing Committee. Has primary responsibility for any technical decisions on how agreed changes should be implemented.

6. Key Contacts/Relationships
- Reports to the School Computing Committee, significant involvement with computing support, e-learning developers, the Teaching Management Group, the EPCC Publicity Committee and the administrative staff of the School.
- Relationships with colleagues across the University and business users of the site.
- Must be able to listen carefully to colleagues’ requirements, to discuss his/her proposed solutions with colleagues of differing backgrounds and levels of experience and to explain clearly the reasons for any technical or design decisions taken.

7. Knowledge, Skills and Experience Needed for the Job
- Relevant degree in a science, computing or information management discipline (or equivalent)
- Technical skills in website administration (including server-side scripting, Apache http and Tomcat, PHP, Java and SQL), together with knowledge of mark-up languages (such as XHTML, CSS and XML).
- Excellent communication skills (both oral and written)
- The ability to work effectively both individually and as part of a team
- The aptitude and ability to learn new skills and technologies rapidly
- Excellent organisation and planning skills.
- Demonstrable experience of large and complex website management or development, including experience with content or information management systems.

9. Dimensions
- Communicates effectively with all levels of School staff (including academics, researchers, administrative staff, computing support and software developers)
- Well-developed skills in planning, prioritisation, allocation and delegation of work
- Strong inter-personal skills, including influencing skills
- No direct or indirect reports

10. Job Context and any other relevant information
The position impacts on all staff in the School, circa 280, and over 450 postgraduate and undergraduate students. The School’s website is fragmented, comprising over 54,000 files, encompassing content that is public, internal to members of the School and protected (visible only via password). It houses content and services produced by a large number of people, some of whom are no longer here. There is no central content management and the existing content management process is highly devolved.