

**Faculty of Science
School of Environmental Sciences**

Tyndall°Centre
for Climate Change Research

Part-time Web Manager (0.4FTE) • Ref: ALC712

The Post

Our website www.tyndall.ac.uk is UEA's most visited research website and contributes to the School of Environmental Sciences and the wider University's international impact. The School of Environmental Sciences is one of the largest and longest established academic departments in Europe to focus on the study of the global environment; and hosts the headquarters of the Tyndall Centre for Climate Change Research, a partnership of eight UK Universities.

We are seeking a confident, competent, self-guided and independent technical and development and design specialist to develop and maintain online solutions for our communication and engagement needs across the Tyndall Centre partnership. Our web manager is a central person with a big role in a small team. The post-holder will take full responsibility for continual development of our main Drupal, less complex Wordpress websites, and build new Wordpress-based sites when needed. You ensure that all sites are permanently up and secure, advice on strategy, and you have sole responsibility for maintaining, identifying, and implementing online solutions to the Tyndall Centre's communication needs.

Skills

You must have strong web design and information management skills. Creativity, flexibility, independence and attention to detail are key. You demonstrate major technical experience of online communication coupled with problem-solving knowhow, giving equal weight to preventing problems before they arise. You have substantial development experience with Drupal, as well as with WordPress. You are constantly up-to-date with web security and you regularly update modules and Content Management Systems. You are familiar with European Directives for data collection and data protection.

Specific responsibilities include:

- Support the new www.tyndall.ac.uk Drupal 7 website and continue to develop it as well as smaller Wordpress projects. The Drupal website is relatively complex and advanced having been designed from the ground

up. Our Drupal 6 website ran very successfully from 2011 until early 2017 with almost no down-time and successful attacks.

- Responsibility for delivering online strands of the communication strategy.
- Research, identify and capture existing and new audiences and their online behaviour.
- Liaise with staff to build and develop their webpages or websites.
- Oversee contracts such as external hosting and software and hardware provision.
- Promote the use of participation in meetings without travelling via GoToMeeting and other similar platforms.
- Support events via electronic marketing and registration (Eventbrite and similar).
- Familiarity with making and hosting online films, audio, podcasts, social media old and new.

Technical Web Management (Drupal and Wordpress)

- Expertise with Open-source database driven software is essential for this role and specifically Drupal and Wordpress. Knowledge of VPN's and Webmin, MySQL and PHPMyAdmin is also essential.
- Support our current system for accessible online publications via the Biblio module for Drupal and a stakeholder database of contacts in Mailchimp or similar platforms.
- Knowledge of Drush, command line and Github desirable.
- You will monitor and report all web-site statistics via Google Analytics, using data and feedback to continually refine the website design to make it accessible and friendlier to users.
- Help ensure that all information on the website is accurate and up to date.
- Provide IT support to the HQ team as occasionally needed, but overall this is provided by the University.
- Regularly update the online newsletter 'sign-up' and develop the internal and external mailing lists on Mailchimp.
- You have excellent knowledge of security: User authentication, authorisation, confidentiality and privacy laws. You are confident with ssl certificates and encryption as well as relevant third party platform agnostic security systems such as Sucuri and Wordfence. You are up-to-date and responsive to new Malware, blacklist and reputation damage; avoiding DDoS attacks.

You demonstrate major technical experience of online communication coupled with problem-solving knowhow, giving equal weight to preventing problems before they arise. You have substantial development experience with Drupal, as well as with WordPress. You are constantly up-to-date with web security and you regularly update modules and Content Management Systems. You are familiar with European Directives for data collection and data protection. You will work from the Tyndall Centre offices at the University of East Anglia.

The precise duties will be agreed in discussion with the Manager.

Informal Discussions

For an informal discussion please contact Asher Minns, Executive Director on 07880547843 or email: a.minns@uea.ac.uk).

The Tyndall Centre

The Tyndall Centre for Climate Change Research was founded in 2000 to conduct high quality and integrated climate change research in support of UK and international climate policy. The Tyndall Centre pioneers integrated and interdisciplinary research, contributing both to the theory and practice of sustainable solutions to the challenge of climate change. The Tyndall Centre represents a substantial body of the UK's climate change expertise from across the scientific, engineering, social science and economic communities. The Tyndall Centre has progressed the science of emission reduction, scenarios, impacts, integrated modelling at global and city scale, adaptation and international equity.

The Tyndall Centre is an active and expanding partnership between UEA and the Universities of Manchester, Newcastle, Cambridge, Oxford, Southampton, Sussex, and Fudan University in Shanghai, originally core-funded by the Natural Environment, the Engineering and Physical Sciences, and the Economic and Social Research Councils with a total investment of £19 million during 2000-2010. It is headquartered within UEA and spans Schools in the Faculty of Sciences and the Faculty of Social Sciences. This is a period of significant growth.

The Tyndall Centre has a high international and policy profile and engages in the UK and internationally with all levels of government, business, industry and civic society. Tyndall professors are adviser for the Department for Environment, Food and Rural Affairs (DEFRA), have acted as Members of the Adaptation Sub Committee under the Climate Change Act 2008, appeared and contributed to all major Parliamentary inquiries on issues around climate change, and authored all three Working Groups of the 4th and 5th Assessment reports of the IPCC. The Tyndall web site provides information on a range of research output relevant to society.

The School

The School of Environmental Sciences is one of the largest and longest established academic departments in Europe to focus on the study of the global environment. We have 240 research, teaching, and support staff in the fields of marine and atmospheric sciences, climate sciences, geosciences, environmental biology, social sciences and economics. Our success is built on high achievement within these disciplines, coupled with enthusiasm for collaboration between them and high ambitions for deepening integration. In the Research Assessment Exercise 2008, we were assessed with the Earth Systems and Environmental Sciences departments, and the School was the

highest ranked Environmental Sciences department in the UK with 25% of our activity classed as world leading (4*) and 70% as internationally excellent (3* and 4*). Our current teaching rating is “excellent” - the highest possible rating.

In line with its strong interdisciplinary ethos, the School has no formal sectors or subdivisions by discipline, and research collaborations occur within and between the subject grouping mentioned above, together with common membership. Some elements of the School are organised into Centres, which also have strong collaborations and joint membership across their loose boundaries. The School’s outreach activity includes the weather forecasting company, WeatherQuest, the Community Carbon Reduction Project, CRed, and the HEIF-funded Carbon Connections programme, promoting technological innovations for carbon reductions. These latter organisations have recently combined to form the Low Carbon Innovation Centre.

The School runs a number of Masters Degree programmes, including MSc programmes in Environmental Sciences, Climate Change, Atmospheric Sciences, and Environmental Impact Assessment, Auditing and Management Systems (full-time and part-time). BSc programmes include Environmental Sciences, Environmental Earth Sciences, Geophysical Sciences, and Meteorology and Oceanography (all also offered with a year in a number of other countries, or with a year in industry). Several BSc Degree programmes are taught jointly with other Schools: Environmental Chemistry, Ecology, Meteorology and Oceanography, and Geophysical Sciences.



The University of East Anglia is proud of the increasing diversity of its campus and works with staff, students and organisations around Norwich, Norfolk, regionally and nationally, to achieve its aim of being an inclusive place for study and work. The University is strongly committed to the Athena SWAN principles and is the proud holder of an institutional Bronze Athena SWAN award. This Award recognises and celebrates good practice in recruiting, retaining and promoting women in science, technology, engineering, mathematics and medicine (STEMM) in higher education.

In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly as well as barriers to progression that affect women.

The School of Environmental is committed to the principles of the Athena SWAN charter; and we have obtained our own School level Bronze Award.

Further information about Equality and Athena SWAN at the University of East Anglia can be found here <http://www.uea.ac.uk/equality/athenaswan>

Our School aims to provide the facilities and the working environment that allows all staff and students to contribute fully, to flourish and to excel. Our *School* Athena SWAN Committee is committed to recognising and addressing inequality and to promoting a culture that supports diversity and encourages women's wider participation and representation across the School's portfolio of activities. We recognise the importance of supporting women at all stages of their careers, and we proactively support women in applications for promotion, pay awards, flexible working, training and career development in both research and teaching.

The UEA campus has a range of facilities to promote family-friendly working. We have a fully equipped dedicated baby change and feeding room with hand washing facilities, baby changing station, fridge, microwave, bottle and food warmer, and a medical bed for rest purposes. Baby changing facilities are also available in our campus coffee shop. The campus has a medical centre, a dental practice, and a nursery offering Ofsted-rated 'Outstanding' day care for children from three months until school age in purpose built surroundings with large outside play spaces.

We also support a range of flexible working initiatives, designed to promote a healthy work-life balance as well as supporting staff returning from parental leave and career breaks.

Many other aspects of the University contribute to the overall quality of life and work for our staff at UEA, further details can be found here <https://lred.uea.ac.uk/web/working-life/home>

Positive Action Statement

We particularly welcome applications from suitably qualified female academics as they are currently under-represented in senior positions within the School.

Person Specification

The person specification for this post is attached as Appendix A.

GENERAL

Salary

Salary will be £25,728 to £31,604 per annum, pro rata for part-time, on Grade 6 on the single salary spine. The normal expectation is that starting salary will be at the minimum of the advertised salary scale.

Starting date

This part time (0.4 FTE) post is available 1 December 2017 for a fixed term period of 24 months.

Terms and Conditions of Appointment

Full details of terms and conditions of employment for Administrative Staff will be made available to the candidate to whom the appointment is offered.

Relocation Expenses

Relocation expenses are reimbursable under certain conditions.

Residence

The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during the working week in support of these goals. Absences for significant periods are by agreement with the Head of School or Head of Division.

Annual Leave Entitlement

There is an annual holiday entitlement of six weeks plus statutory (8 days) and customary (6 days) holidays, pro rata for part-time.

Superannuation

The post is superannuable under the Universities Superannuation Scheme.

Proof of Qualifications

The person specification for this post lists qualifications that are essential and/or desirable and you may hold some or all of these qualifications. Please note that if you are offered the appointment you will be asked to provide original certificates of these educational and professional qualifications. Please **DO NOT** provide these with your application.

Entitlement to Work in the United Kingdom

If you are shortlisted for interview you will be asked to bring to interview original documentary evidence of permission to work in the UK in line with a list of acceptable documents which we will provide to shortlisted candidates when invited for interview. Please **DO NOT** provide this with your application.

This vacancy is not eligible for sponsorship under Tier 2 and non-EEA workers must hold, or obtain, permission to work in the UK which would allow them to take up this post without requiring a Certificate of Sponsorship.

Occupational Health Assessment

Appointment will be subject to a satisfactory Occupational Health Assessment to be carried out by the University's Occupational Health Service.

APPLICATION AND RECRUITMENT PROCESS

To apply for this vacancy, please follow the online instructions at: www.uea.ac.uk/hr/vacancies/

Your completed application and CV should be submitted by **3 November 2017**.

Please note that feedback will not normally be provided to those applicants who are not shortlisted for this post

Equal Opportunities Monitoring Form

Please note that the application form contains an Equal Opportunities section which must be completed.

The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

Referees

In naming referees in your application, you are requested to give only those who can immediately be approached and one of these must be your current employer, or if not employed your most recent employer.

Interviews

It is anticipated that interviews will take place on **25 November 2017** and candidates who have not heard by this date should assume their application has been unsuccessful.

Successful shortlisted candidates may be notified of their interview times by telephone and/or email and it is therefore essential you include both of these in your application.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed. (Please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed. Detailed information on the allowances will be provided on the expenses claim form which will be sent to you if you are invited to interview.

This document is available in alternative formats e.g. large print, disc and on-line. If you need this document in an alternative format please contact us on 01603 593034, fax 01603 593522, or email hr@uea.ac.uk

PERSON SPECIFICATION

Title: Tyndall Centre's New Media Manager School: ENV Ref: ALC712		Prepared by: AM and JDE Date: 18/06/2017
Criteria	Essential	Desirable
Education, Experience and Achievements	<ul style="list-style-type: none"> • Educated to A level (or equivalent) standard or equivalent level of experience. • Significant experience of working with organisation-wide IT with website responsibility. • Drupal and Wordpress experience at development level. • Demonstrable experience of web systems development including JavaScript, CSS and HTML. • Server and LAMP administration (MySQL, PHPMyAdmin, Webmin, Apache). • Current knowledge of web security issues. • Web design skills. • Able to demonstrate the IT skills below through tangible products, along with problem-solving abilities and motivation. 	<ul style="list-style-type: none"> • Professional qualifications in web design. • Knowledge of Drush, command line and Github. • Demonstrable experience of SEO techniques. • Evidence of independent client satisfaction and responding to feedback.
Skills & Knowledge	<ul style="list-style-type: none"> • Excellent open-source development and web programming skills (Drupal and Wordpress). • Excellent verbal and written communication skills in English. • Up-to-date knowledge of technical developments. 	<ul style="list-style-type: none"> • Familiarity with audio and video editing packages. • Familiarity with social media networks, RSS Feeds, Podcasts etc. • Demonstrable experience of user liaison and support.

	<ul style="list-style-type: none"> • Ability to reconcile competing demands for IT needs against solutions and resource constraints. • Decision-making and purchasing know-how. • Working knowledge of best practice for secure coding and web/software design principles. • Working knowledge of user requirements and technical specifications documentation and processes. • Demonstrable experience of code management and change control. 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Able to work independently & as part of a team. • Attention to detail. • Ability to work on own initiative. • Analytic and problem solving skills. • Demonstrable commitment to personal development. 	