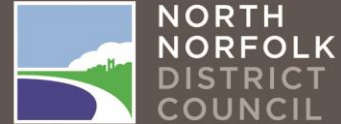


# JOB DESCRIPTION



## **Apprentice Web Developer (2236)**

### **Service Area**

IT

### **Manager/Team Leader**

ICT Web Manager

### **Direct reports**

N/A

### **Total Managed**

N/A

### **Purpose of the Role**

Apprenticeship that allows, through a programme of training and learning, the post holder to acquire the knowledge, skills and understanding necessary to contribute to the web development activities of the Web Development team. To develop, deploy, test and support web forms for internal and public use. To assist with applications and data management and maintenance tasks. To assist in the development and support of reports.

### **Key Result Areas**

General responsibilities include:

1. Contribute to the development of web based software and applications in accordance with the business requirements of the Council.
2. Assist with configuration management of third party software and applications to implement business process and application changes.
3. Assist in the management of corporate data.
4. Supporting users of IT applications and software used within the Council.
5. Assist with the deployment and testing of applications and software.
6. Assist with the creation and maintenance of reports and associated tools.
7. Produce technical and user support documentation.

8. To take reasonable care for the Health and Safety of yourself and other persons who may be affected by your actions, or omissions, at work.
9. Any other work required and as directed within the confines of the existing grading and post.

### **Apprentice Web Developer**

#### **Under training, supervision and support, duties may include:**

1. Supporting members of the web team by undertaking software and applications development tasks.
2. Providing first line support to the users of Council IT / web based applications and systems.
3. Involvement with database back-up and restore.
4. Implementation of systems and software including configuration and testing.
5. Contribute to the creation and maintenance of technical and user support information.
6. Assist with the production of reports.

# PERSON SPECIFICATION



**NORTH  
NORFOLK  
DISTRICT  
COUNCIL**

<b>Apprentice Web Developer (Post 2236)</b>				
		<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Experience/ Knowledge</b>	Understanding of web software development languages and procedures	✓		<b>Interview</b>
	Understanding of wider web related technologies		✓	<b>Appl Form/ Interview</b>
<b>Qualifications</b>	Good standard of education	✓		<b>Application Form</b>
	5 A*-C/9-4 GCSEs (or equivalent) including maths, English and ICT	✓		<b>Application Form</b>
	IT Qualification		✓	<b>Application Form</b>
<b>Skills</b>	HTML5	✓		<b>Interview</b>
	CSS3		✓	<b>Interview</b>
	ASP.net	✓		<b>Interview</b>
	C#	✓		<b>Interview</b>
	Good communication (verbal and written) skills	✓		<b>Interview</b>
	Accuracy with written information and data	✓		<b>Interview</b>
	Good level of numeracy and be able to complete basic calculations	✓		<b>Interview</b>
<b>Aptitude and Disposition</b>	Able to cope with difficult people	✓		<b>Interview</b>
	Committed to job related education and training	✓		<b>Application Form/ Interview</b>
	A keen interest in website development and web technologies	✓		<b>Interview</b>

\*In order to assess this from the application form we require you to provide an example