

# Web Designer needed

## main purpose of the role

To design websites ensuring they meet the design requirements specification and standards to which Epic web deliveries adhere. To coordinate appropriate resources. To take ownership of a key area.

## main duties

- Liaise with the web producer and the client in gathering project requirements and objectives
- Liaise with the web producer and the client to identify additional functional and/or information requirements
- Take a role along with the web producer in liaising with the client, stakeholders, art director and lead developer to agree functional requirements, information architecture, look and feel and technical platform of a delivery. Assure that these elements are fit for purpose and can be developed within the constraints of the project
- Ensure the design solution meets project objectives of quality and scope
- Ensure work is delivered to customer satisfaction, within budget and schedule
- Coordinate human, technical and technological resources to achieve the above aims
- In consultation with web producers, lead developers, project managers and other project team members such as developers, define the functionality of interactive design elements so that they can be readily and accurately interpreted by developers, art directors and testers
- Communicate the company's values effectively, both internally and externally
- Ensure user experience design and wireframes are to the standard expected by Epic and by the client
- Be able to explain design, UX and wireframes to both technical and non-technical clients
- In addition to the duties and responsibilities listed, the jobholder is required to perform other duties assigned by the manager from time to time

## person specification

### essential

- Ability to demonstrate a creative flair
- Communicates, orally and in writing, in a clear, concise and effective manner
- Knowledge of user experience design, website design or interface design
- Presentation skills
- Attention to detail
- Ability to work as a member of a team
- Ability to be flexible and manage own time

### desirable

- Ability to structure information
- Understanding of user experience design, website design or interface design
- Ability to develop and maintain good relationships with clients
- Understanding of project processes
- Ability to use web authoring tools and interface planning tools , for example Dreamweaver, CSS, HTML, Visio

## job related experience

### essential

- Experience of researching and planning a website, web application or other user interfaces
- Experience of working to deadlines
- Experience of managing own time effectively

### desirable

- Experience of dealing with clients and stakeholders (e.g. target users)
- Experience of designing and/or developing websites
- Experience of working in a project environment
- Has written reports and/or specification documents
- Hands on experience of the production process (e.g. interface planning, graphics programming, HTML)

# core competencies

## developing good customer relationships

- Presents a good image of the company to the customer
- Remains polite and calm at all times
- Builds trust by always doing what they say they will do
- Builds rapport by showing a real interest in the project, the customer and their business
- Communicates effectively, appropriately and in a timely fashion
- Makes sure they understand the customer's needs
- Communicates with the client using their language, avoiding unnecessary 'Epic' jargon and explaining technical terms appropriately

## delivering results

- Completes work on time, within budget and to agreed requirements
- Ensures output is fit for purpose and right first time
- Checks to ensure that corrective actions have been carried out
- Ensures they understand what is required of them, plans work accordingly and raises any issues in a timely fashion
- Ensures appropriate project and quality control processes are followed
- Manages change cost-efficiently and in a way that is acceptable to the client

## developing effective solutions

- Identifies what information is needed and proactively researches and gathers that information
- Checks with the web producer and lead developer to ensure analysis is correct and appropriate
- Develops innovative, realistic solutions to challenging problems, reusing existing material wherever appropriate
- Works with others to ensure appropriate expertise is used to develop the best possible solutions
- Ensures proposed solutions meet the needs of the client and the users and will work in their environment
- Always looks for ways to improve processes, products and customer service

## self motivation and adaptability

- Has a 'can do' attitude, overcoming problems as they arise
- Prepared to put in the extra effort when needed to meet challenging targets
- Perseveres and maintains high levels of performance when dealing with difficult or dull work
- Manages own work and motivations
- Deals positively with change and uncertainty
- Continuously works to improve own skill and knowledge
- Open to feedback and opportunities for personal improvement
- Open to new ideas, processes and technologies
- Always looking to meet or exceed customer expectations

## team working

- Works co-operatively with others, offering and asking for support when needed
- Does their fair share of work and never passes on a job half done
- Treats other people with respect and consideration
- Openly shares knowledge and skills with colleagues
- Actively works to develop team spirit
- Demonstrates a positive and supportive approach to decision making and problem solving
- Supports team decisions and is willing to take ownership of team tasks
- Works to develop positive relationships with other teams and individuals
- Makes good use of the expertise of others, including those outside the immediate team
- Gives thanks, praise and feedback in an appropriate and acceptable manner

## like to join us?

If you have the above skills and want to work in a fast-paced, creative environment then please send us your CV.

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