

Job Description

Post Title: Front End Developer

Directorate: Economic Delivery, Skills, and Communities

Reports to: Senior Modelling & Forecasting Manager

Direct Reports: 0

Salary Band: SCP27-SCP31

Key Relationships: Whole

Role Purpose

To support the ESC directorate in effectively utilising our various funding streams by ensuring that the Web Portal captures the desired information in line with funding requirements and strict rules, as set out by the funder.

You will be required to have high levels of autonomy and initiative in identifying the right internal stakeholders to engage with and adhere to the strict reporting timescales required. You will be an experienced database developer who is ambitious, passionate about data, with an analytical mind and key eye for detail.

Responsibilities

Compliance:

- Ensure that the web portal meets DfE, DLUHC and other funders funding and financial reporting requirements
- Lead the development and maintenance of the portal and processes to meet the specified requirements
- Maintain the portal and assess suitability as new funding streams come on board and additional reporting is required
- Present portal functionality to the wider Senior Management team to qualify understanding and meet outcome requirements
- Work closely with the wider data team to ensure that the portal facilitates all internal reports accuracy and support the wider reporting requirements of the WMCA. This will include identifying the requirements for new functionality.
- Complete regular reviews on the portal to ensure there are no errors and all of the required data is being captured

Financial:

- Ensure the portal meets the requirements of financial reporting
- Liaise with budget holders to ensure the portal gives the required level of information to meet contractual requirements

Communication/Engagement:

- Working with the with Data team to understand the infrastructure and requirements of the organisation
- Working with the wider skills team to ensure the portal is fit for purpose at individual funding stream level
- Develop a consistent communication and coordinated approach to disseminate information across the directorate
- Support the delivery teams to ensure effective performance management and monitoring of providers utilising the portal

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable(D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Experience of using REACT software	x		X		
Experience of using HTML, CSS and Javascript software	x		X		
Experience of using Restful Web Software and Version Control Systems	x		X		
Experience of AWS Lambda Software and GIT		x	x		
Skills/Knowledge/Abilities	E	D	App	Int	Other
Knowledge of change control methodology	x		x	x	
Knowledge of Microsoft Teams		x	x		
Knowledge of UX/UI		x	x		
Strong attention to detail including observational, analytical, and organisational skills.	x		x	x	
Able to effectively communicate with both internal and external customers.	x				
Advanced proficiency in other MS Office applications including the ability to write and edit reports and presentations, formatting charts and graphs, managing calendars and scheduling activity.		x	x		
Effective time management skills and ability to work independently as well as a member of a cross-functional team is essential.		x	x		
Can exhibit the core values of the WMCA.		x	x		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focused.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis