WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Job Description

Job title	Drupal developer
Reports to	Head of Communications
Location	Cardiff
Direct reports	N/A
Payband	Band 4 (40,071)

Job description

We're looking for a highly motivated and enthusiastic developer to join the Wales Audit Office, for a fixed-term period, to support the redevelopment of our web platforms.

You will help deliver a high-quality user experience as we transform our audit reports and web content. We're currently expanding our use of data analytics, HTML reporting and trialling the use of other digital products for reporting audit data to a cross-section of stakeholders.

As a Drupal Developer you will work closely with our Digital Communications Officer and IT Developer to deliver a phased release of improvements to our website.

You will also work with the wider Communications and IT teams as part of each delivery project.

Our Drupal 7 site was built in 2013. Since then we have made a number of small improvements and worked on the accessibility of the site to meet the Web Content Accessibility Guidelines.

We are now looking to transform the way we communicate across our platforms and will be implementing a new identity.

You will be joining an inclusive and supportive organisation that strives for GREATness.

As a member of our team, you will have access to range of staff benefits including 33 days annual leave plus bank holidays, flexible working and cycle2work scheme.

Your work will help us promote the work of the Auditor General and Wales Audit Office on a global platform, sharing valuable information and data about public spending along with promoting our news, events and good practice resources.

Job Purpose

This is an exciting opportunity to join our organisation as we go through a period of change and transformation.

- You will lead on the development of several improvement projects for our corporate web channels, particularly our main website.
- We want to improve our digital presence to support our increase in web and communication products in line with business and user needs.
- Mainly working with our Communications and IT teams, you will be a self-motivated problem-solver that can focus on the details and devise and communicate ideas and solutions clearly, proving a passion for delivering a great user experience using Drupal technology.

Main Duties

- Working with Digital Comms Officer and the IT Developer to help scope and prioritise features and solutions
- Communicating development plans
- Testing code and functionality
- Sharing knowledge and best practice with the wider team

Key Results Areas

- Building new and/or adapting existing features on our web channels
- Designing and building new content types
- Theming
- Writing custom modules and code
- Supporting overall site maintenance

General

Our Values and behaviours

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.

The values are:

- Collaboration
- Fairness
- Future-focus
- Independence
- Innovation
- Integrity

The behaviours are:

- Genuine
- Respectful
- Energetic
- Adaptable
- Trustworthy

Confidentiality and Information Security

The post holder must always be aware of the importance of maintaining confidentiality and security of information gained during their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018 and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and the Wales Audit Office Disciplinary Policy.

General

Equality

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The Wales Audit Office is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all mobile staff are subject to security vetting arrangements to CTC (counter terrorist check) security level.

Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Wales Audit Office Dignity at work policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

Person Specification

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
1. Qualifications		
Degree in IT / Computer studies	Desirable	Application form
2. Skills and abilities		
Good knowledge of Drupal 7 and 8 CMS	Essential	Assessment centre
Working knowledge of basic web languages including HTML, JS, CSS, PHP and SQL	Essential	Assessment centre

Person Specification		
Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
The ability to work to deadlines, multitask and prioritising workload effectively	Essential	Assessment centre
Confident with prototyping and trialling new methods or ideas using code and technology	Essential	Assessment centre
Capable of writing and maintaining clean code	Essential	Assessment centre
Excellent communication and interpersonal skills	Essential	Assessment centre
Attention to detail with the ability to analyse	Essential	Assessment centre
Capable of transferring knowledge and best practice to colleagues on the job	Desirable	Application form
Active member of Drupal Community	Desirable	Application form
3 Experience		
Experience of developing and supporting multilingual Drupal websites	Essential	Application form (S)
Experience of managing a project from start to finish	Essential	Application form
Experience of developing websites and code in line with the web content accessibility guidelines (WCAG 2.1)	Desirable	Application form
Experience of using agile project management methods	Desirable	Application form (S)
Basic knowledge of Linux commands	Essential	Application form
4 Personal attributes		
Self-motivated	Essential	Assessment centre
Uses own initiative	Essential	Assessment centre
Works well in a multi-disciplinary team	Essential	Assessment centre
Innovative approach to problem-solving	Essential	Assessment centre
Evaluates to consider impact and risks	Essential	Assessment centre
Can adapt and improve approach as part of continuous improvement	Essential	Assessment centre
5 General		
Self-aware and a role model for our values and behaviours	Essential	Assessment centre
Ability to work flexibly and if necessary, outside of normal office hours.	Desirable	Assessment centre
An awareness and a commitment to equality and diversity.	Essential	Assessment centre
An awareness and commitment to the arrangements for health and safety	Essential	Assessment centre

The following Welsh language skills are desirable for this role. Please refer to our language skills matrix for a description of the various skill levels. Please contact the Wales Audit Office if you would like to discuss the nature of the Welsh language skills specified for this role.

Skill area	Level
Speaking	3
Listening	3
Reading	3
Writing	3