



Job Description

Project Officer (Web Development)

Grade: 6

Directorate: Conservation

Location: WWT Madagascar

Reporting to: Senior Project Coordinator (WKB)

Duty Station: WWT Office, Antanarivo

Context and justification: WWT Madagascar is looking to strengthen its team by recruiting a web designer to support the development and implementation/enhancement of an interactive Wetlands Data Portal by assisting in web platform design and implementation, data integration, user experience improvement (user- friendly interface), and technical documentation.

Main function of post:

- Assist in the design of the data portal as part of a small team of technical specialists from WWT and government stakeholders
- Work to support external consultants with the website build
- Lead on maintenance, administration and running of the site, including problem solving and user feedback, until it is handed over to government partners to manage

Supervisory responsibilities: None

Responsibilities of the post

1. **Website design:** Working with the Senior Project Officer (GIS & Data Management) and Senior Project Coordinator (WKB), and input from the project technical working group, to design a data portal that combines GIS tools and visualisation with document retrieval and other agreed functionality.
2. **Website build:** Working with external consultants as required, to build a beta version of the Wetland Knowledge Base as per the design specifications provided.
3. **Collaboration with the Developer Consultants:** Attend regular meetings to discuss progress and obstacles. Provide feedback on the interface and functionality of the Portal.
4. **Documentation:** Maintain and update technical documentation, including user manuals and system specifications. Create training materials for end-users.

5. **User Feedback Integration:** Participate in usability testing to enhance the user interface. Collect feedback from users and suggest improvements based on their input.
6. **Health and Safety**
Ensuring the health, safety and wellbeing of everyone is an integral part of how WWT works, creating a safe environment for staff, volunteers and stakeholder through WWT's health and safety policies and guidelines.
7. **Sustainability**
Engage with the WWT Sustainability Statement, be aware of negative environmental impacts and incorporating sustainable ways of working.
8. **Visitors and Supporters**
Engage and interact with WWT partners, supporters and project stakeholders in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
9. **Dealing with personal and financial data**
Adhere to WWT's Data Protection policy and UK-GDPR standards. These requirements will need to be considered in the data protection policy of the WKB, which you will lead on producing.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: October 2024

Amended: N/A

Person Specification

1. Qualifications

Essential:

- Degree in computer science, web design, programming or similar discipline

Desirable:

- Additional qualifications in IT or web design

2. Experience

Essential:

- Familiarity with relevant programming languages (e.g., HTML, CSS, JavaScript)
- Familiarity with databases (SQL, NoSQL)
- Understanding of APIs and systems integration

3. Managerial & Supervisory

Essential:

- None

4. Responsibility

Essential:

- Ability to work independently and with professional competence
- Excellent time-management and task prioritisation skills
- Ability to manage data, equipment and resources efficiently
- Ability to follow health and safety, social safeguarding and other regulatory/policy procedures

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	0
Income	0
Project Size (normally managed)	N/A
Assets (required for job, exc. buildings)	£0

5. Creative Ability

Essential:

- Strong analytical skills and attention to detail.
- Ability to take the initiative and address problems or seize opportunities as they arise, especially where there is insufficient time to consult with colleagues or managers

6. Contact

Essential:

- Effective communication and teamwork abilities
 - Ability to work closely with Managers and Sponsors of WWT's conservation projects, ensuring effective delivery.
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General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.