

# UI/UX Designer

## Job Description

**Job Title:** UI/UX Designer

**Reporting to:** Director of Digital Services

**Grade:** SO2

### Overall purpose of the post:

To lead on design across the Digital Services portfolio, ensuring a high-quality user experience across our systems. Using a balanced mix of UX and UI design skills, support the Digital Services team's software development from ideation to implementation. Collaborate with developers and stakeholders to turn user requirements into solid design artefacts and facilitate their implementation.

### Main duties and responsibilities:

- Improve and optimise the Trust's digital user experience, identify opportunities for improvement, and devise elegant solutions for new and existing functionality and processes.
- Capture and document business requirements through workshops, meetings, and research, to translate business needs into design requirements.
- Collaborate with the team and stakeholders to understand high level constraints of the end user, implementation technologies, and organisation to shape functionality ready for pitching as development projects.
- Translate ideas and prototypes into production-ready designs, working at all stages of the software development lifecycle, from research and conception to implementation and delivery.
- Design and deliver artefacts such as wireframes, user stories, user journeys, prototypes, mock-ups and high fidelity designs optimised for a range of devices.
- Take a user-centered design approach, rapidly testing and iterating your designs with stakeholders and end-users.
- Present your work with stakeholders at all levels, simply articulating complex concepts and using feedback to adapt your designs.
- Produce UI and UX specifications to communicate with developers clearly.
- Collaborate with developers to implement your designs, ensuring the solution reflects your intent and meets accessibility guidelines.
- Provide copywriting support for text-based interface elements and flows.

- Keep a consistent and high-quality user experience across multiple devices, ensuring compliance with accessibility requirements.
- Champion user experience across the Digital Services team and the wider organisation.
- Maintain guidelines and resources to facilitate best practices in user interface design.
- Define reusable patterns of design to drive efficiencies across the design and development process.
- Manage documentation to track projects and ensure team members and key stakeholders remain informed.
- Take ownership and lead initiatives, including contributing to long-term visions.

### Additional responsibilities:

- Ensure compliance with statutory requirements for systems and services.
- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- To comply with Trust policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### Personal contacts:

**External:** Service providers, contractors, members of the wider educational community.

**Internal:** Digital Services team, ICT team, Data team, Executive team, staff and students across the Trust.