JOB DESCRIPTION

Job Title   **Systems Developer**

Responsible to   **Systems Development Manager**

Accountable to   **Director of MIS**

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Job Purpose

To design, develop and maintain the College's management information systems.

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Key Responsibilities

- Liaise with internal customers to establish requirements for new developments and reports in line with college requirements.

- To work closely with the Systems Development Manager to support the reporting of key performance indicators.

- To develop and produce regular reports for the Corporation, the Executive Leadership Team and the College Management Team and respond to ad hoc data requirements.

- To develop and produce systems and reports to support Curriculum Areas in the monitoring of standards, quality and business performance.

- To participate in networks associated with management information requirements and systems and to keep abreast of new developments to ensure the College is best placed to respond.

- Establish and maintain systems and procedures to ensure the integrity and security of MIS data.

- To regularly monitor compliance with standards to the MIS Service Level Agreement.

- To undertake any other duties which are commensurate with the grade and responsibilities of the post.

- Deliver management information related training events.

- To provide cover for other members of MIS as appropriate.

Responsibilities Common to all Staff

To establish, maintain and develop professional working relationships with colleagues.

Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.

The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.

The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.

The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.

To contribute to the College's Mission, Vision, Values and British Values.

To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.

All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

PERSON SPECIFICATION

SYSTEMS DEVELOPER

Criteria	Essential	Desirable
(1) Qualifications:		
Degree in a Computer Science or IT related subject	✓	
(2) Knowledge to include:		
FE Funding Methodology		✓
College performance data		✓
(3) Experience to include:		
Database design, development & implementation	✓	
Full project life cycle experience	✓	
Working in a similar role in an FE college		✓
Exposure to data-warehousing projects		✓
Working with a student record system (Tribal EBS preferred)		✓
(4) Technical Skills/Abilities to include:		
SQL Server Database Administration (design, implementation & support)	✓	
Transact-SQL (T-SQL)	✓	
SQL Server Reporting Services (SSRS)	✓	
SQL Server Integration Services (SSIS)	✓	
.NET 4 MVC using C#		✓
Microsoft Office including Word, Excel & Access	✓	
Time Management – the ability to plan and prioritise work to ensure key targets are met, whilst maintaining a high standard of work and accuracy. The ability to work under pressure and meet tight deadlines	✓	
Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing	✓	
Good literacy and numeracy skills	✓	

Excellent standard of organisational skills	✓	
(5) Personal Qualities and Attitudes to include:		
Interpersonal skills - the ability to build and maintain effective professional relationships with a wide range of internal customers and external contacts	✓	
An understanding and commitment to continually improve the quality of service provided to customers	✓	
An appreciation of the importance of good team work and the confidence to know when to use initiative	✓	
The ability to work in a confidential manner	✓	
Self motivation and a willingness to learn and develop new skills	✓	
The ability to grasp new concepts quickly and to generate fresh ideas	✓	
A willingness to work flexibly to enable the College to achieve its priorities (including some late evenings and early mornings)	✓	
A commitment to securing value for money	✓	
A commitment to operating always in a healthy and safe environment	✓	
Must demonstrate suitability to work with children and vulnerable adults	✓	
To contribute to and maintain College values	✓	