Senior Systems Developer

# Job Description

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| **Post Title:**  | **Senior Systems Developer** |
| **Post Reference:**  | **0442-24** |
| **Reports to**  | **Head of Business Intelligence** |
| **Department**  | **Management Information Services** |
|  **Grade**  | **35-37** |
| **Salary** | **£38,378 - £40,709 per annum** |
| **Contract**  | **Full Time, Permanent** |
| **Location**  | **Bede Campus, Sunderland (primary location but may be asked to work out of other centres when needed)** |

# ROLE PURPOSE

* To lead on the administration and development of the College’s Management Information Systems, databases, interfaces, and processes, in accordance with IT policies and procedures.
* Drive improvements to meet the College’s quality, efficiency, and compliance objectives, allowing the College to maximise performance and monitor the utilisation of resources.
* To support the development and maintenance of reporting systems within the Group, producing high quality Business Intelligent Reports and the development of Web Systems

# KEY ACCOUNTABILITIES

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| * Take a lead on software upgrades to the main management information systems, ensuring compliance with college policies and procedures.
* To be responsible for specific projects as directed by the Head of Business Intelligence.
* To coach and mentor the system developers and provide technical support and training where needed.
* Lead in the implementation of new installations and integration with core Management Information systems, ensuring compliance with college policies and procedures.
* Work with the MIS team to automate manual processes to aid accuracy and reliability of MIS data.
* Ensure all management information systems are effective and efficiency issues are dealt with to deliver reliability and promote confidence with the College’s core databases.
* Lead in the implementation and development of the College’s data warehousing solutions.
* Keep yourself and the College up to date with and implement industry best practice for database development and administration.
* Maintain the functionality of existing systems that connect to the student records system, enabling business support services to undertake their administrative duties.
* Liaise with MIS software suppliers e.g., Advanced, Drake Lane etc. regarding bugs, bug fixes, patches and upgrades.
* To create, maintain and test integrated databases supplementary to the main student records systems, including assessing the feasibility of requirements, proposing solutions, extracting and manipulating data from the main student system (ProSolution), creating forms for data entry purposes, producing reports and training users as needed.
* To assist in the development of web-based solutions to improve access to information.
* To design and produce reports using SQL databases, SSRS, views, stored procedures in accordance with agreed standards, combining data from multiple sources.
* Develop and maintain functional and technical documentation within the scope of this role, including comprehensive change log, procedural documentation of all management reports and data flow diagrams.
* Work proactively with information systems users to develop methods, processes and procedures for the capture and maintenance of learner data in order to enhance quality and increase operational efficiency. Ensure that information is robust and meets audit requirements.
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# OTHER DUITIES

* Actively contribute to the working and planning of the MIS unit.
* Participate in appropriate staff development activities
* Act as an ambassador for the College, contributing towards the organising of appropriate functions including enrolment and other specific events as required.
* Owing to the nature of the work of the College, you may be required to work in the evenings or weekends.
* Any such duties commensurate to the post and as directed by the Head of Business Intelligence.

# GENERAL RESPONSIBILITIES

* To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities with regards to equality and diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation
* Undertake such duties as may be reasonably required.
* Participate in appropriate staff development activities
* Participate in Performance Management Review with your line manager
* To participate in appropriate continuous quality assurance and staff development activities.

|  | **ASSESSMENT METHOD** |
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| **PERSON SPECIFICATION – System Developer** | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** |  |  |
| Educated to Degree level in a Computing related subject or relevant qualifications / experience | X |  |  | X | X |  | X |
| GCSE Mathematics and English Grade A\* - C or equivalent | X |  |  | X | X |  | X |
| Evidence of continuous professional development | X |  |  |  | X |  | X |
| **Experience** |  |  |  |  |  |  |  |
| Extensive experience of RDBMS such as SQL Server or Oracle | X |  |  |  | X | X | X |
| Extensive experience in SQL tools and SQL Server Reporting Services (SSRS) | X |  |  |  | X | X | X |
| Knowledge and experience of College Information Systems such as ProSolution, ProMonitor, ProPortal, 4cast, HR and Finance systems |  | X |  |  | X | X | X |
| Experience of PC Applications, e.g. Microsoft Office | X |  |  |  | X | X | X |
| Experience of managing or delivering projects | X |  |  |  | X | X | X |
| Experience of transmitting and communicating information in appropriate formats to a range of clients. | X |  |  |  | X | X | X |
| Experience of implementing, enhancing, and maintaining systems  | X |  |  |  | X | X | X |
| Experience of application support and identifying and resolving technical issues, including delivering training to end users | X |  |  |  | X | X | X |
| Experience of supervising or managing a small team |  | X |  |  | X | X | X |
| Experience of working with computerised systems, including word processing, database and spreadsheets. | X |  |  |  | X | X | X |
| Experience of working with Dashboard reporting software such as Microsoft Power BI or Excel powertools |  | X |  |  | X | X | X |
| Experience of student record and education-based systems, complex database management and system interoperability.   |  | X |  |  | X |  | X |
| **Skills and Understanding** |  |  |  |  |  |  |  |
| Ability to write complex SQL code by hand, incl. functions and stored procedures and other TSQL | X |  |  |  | X | X | X |
| Ability to set up and maintain SSIS (SQL Server Integration Services) Packages |  | X |  |  | X | X | X |
| Ability to develop applications using appropriate programming languages and markup languages | X |  |  |  | X | X | X |
| Ability to work in an organised and methodical manner with high attention to details | X |  |  |  | X | X | X |
| Ability to investigate and analyse information and to draw conclusions. | X |  |  |  | X | X | X |
| Ability to provide timely and accurate information. | X |  |  |  | X | X | X |
| Ability to analyse and assimilate information quickly. | X |  |  |  | X | X | X |
| Possess excellent customer service skills, communication and interpersonal skills.  | X |  |  |  | X | X | X |
| Ability to work effectively as a member of a team and to take a lead | X |  |  |  | X | X | X |
| Previous experience working in a college environment |  | X |  |  | X |  | X |
| Ability to identify the root cause of problems and implement solutions. | X |  |  |  | X | X | X |
| Good data presentational skills. | X |  |  |  | X | X | X |
| **Personal Attributes** |  |  |  |  |  |  |  |
| Suitable to work with children and young people | X |  |  | ★Criminal records check via DBS | X | X | X |
| Proven track record of producing accurate work and to tight deadlines and coping with a demanding workload. | X |  |  |  | X | X | X |
| Excellent problem solving, technical and analytical skills. | X |  |  |  | X | X | X |
| Excellent communication and interpersonal skills and ability to communicate effectively with both technical and non-technical staff at all levels. | X |  |  |  | X | X | X |
| A positive attitude. | X |  |  |  | X | X | X |
| Prepared to work flexibly according to the needs of the service. | X |  |  |  | X | X | X |
| Well organised and self-motivated | X |  |  |  | X | X | X |
| Ability to meet tight deadlines and maintain professionalism with others | X |  |  |  | X | X | X |
| Ability to plan and prioritise own workload.  | X |  |  |  | X | X | X |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity. | X |  |  |  | X | X | X |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.  | X |  |  |  | X | X | X |
| **Other** |  |  |  |  |  |  |  |
| Ability to work occasionally out-of-hours where reasonably required  | X |  |  |  | X | X | X |
| Ability and willingness to travel between sites and to external meetings as required. | X |  |  |  | X | X | X |