Systems Developer

# External Vacancy

**Post Ref:**

**Full Time, 37 hours per week, Permanent**

**Salary: £31,222 to £34,110**

**Attractive benefits for this post include 35 days’ annual leave per year plus bank holidays and the opportunity to join the Local Government Pension Scheme.**

Education Partnership North East are looking to recruit Systems Developers to administer and develop the College’s business systems, databases and processes.

This is an exciting opportunity to join an Ofsted good college on their way journey to outstanding. The successful candidates must be enthusiastic and committed to join the Management Information Services Directorate. You will bring skills, experience, creativity, innovative solutions and energy to the team. Working together with the Head of Business Intelligence, you will implement and develop a variety of management information systems to support the effective operation of the College.

You will need to be flexible in your approach, passionate about your specialist subject and have enthusiasm for supporting and improving data and information systems and can prioritise workload effectively. You will also enjoy problem solving, be self-motivated and work well as part of a team to deliver development projects to a high standard.

You will be expected to have experience of student record systems or equivalent, complex database management skills, strong SQL and/or programming skills, and knowledge of system interoperability.

For this post, applicants should be able to demonstrate in their personal statement practical examples of how they fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity please visit <https://vacancies.educationpartnershipne.ac.uk> and select the job description and person specification within the Information section. Please note we will only accept EPNE application forms. Any queries please email vacancies@educationpartnershipne.ac.uk.

**All applications must be received by 12 midnight Monday 8 July 2024**

**It is anticipated that interviews will take place during the week commencing 22 July 2024**

# 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:**  | **Systems Developer** |
| **Post Reference:**  |  |
| **Reports to**  | **Head of Business Intelligence** |
| **Department**  | **Management Information Services** |
|  **Grade**  | 28-31 |
| **Salary** | **£31,222 to £34,110** |
| **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 administer and further develop 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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| --- |
| * Co-ordinate and implement 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.
* 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 Systems and 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** |
| --- | --- |
| **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** |  |  |  |  |  |  |  |
| Experience of RDBMS such as SQL Server or Oracle | X |  |  |  | X | X | X |
| 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 working on multiple 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  | X |  |  |  | X | X | X |
| Experience of writing technical notes and delivering training to end users  |  | 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 FE 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. | 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 |