**JOB DESCRIPTION**

## Post: Management Information Systems (MIS) Systems Developer

**Responsible to:** You will be primarily accountable to the Head of MIS and Examinations

**Co-ordinates with:** MIS Assistant Manager, Vice Principal Resources, curriculum staff, support staff

**Summary of Responsibilities:**

To lead in the maintenance and development of college information systems in order to meet the needs of all stakeholders and to support the quality improvement of the college through the development of such systems; enabling the college to effectively use data to improve the quality of teaching and learning, retention, achievement rates and student outcomes.

**Principal Duties**

1. Develop and maintain existing systems, primarily EMRIS, a bespoke in-house front-end registration and student tracking system to support college information requirements and other business objectives.
2. Lead the development of specific new projects to complement existing systems and to support new curriculum initiatives
3. Maintain and refresh bespoke in-house information portals such as Student Portal, Parent Portal, visits and events booking.
4. Develop new functionality where required to improve college systems to support college information requirements and other business objectives.
5. Lead the project management of new system features including full analysis, design and specification.
6. Coordinate with the other systems developers, to ensure seamless development between multiple projects and current systems
7. Use professional standards and practice for the design, documentation, planning and execution of software/application design and development activities
8. Ensure thorough system testing is conducted prior to a system going live.
9. Work with the MIS team over the development of the college’s core information systems and develop a general understanding of the systems and processes within the MIS department.
10. Take responsibility for the training and development of the Assistant Systems Developer within the team and to coordinate their system development activities.
11. Produce system documentation relating to the coding/structure of the various systems, including procedures to update content
12. Deliver a high level of customer service, responding promptly to customer needs and requests for assistance and follows up with customer feedback to continually improve service delivery.
13. Coordinate with the Head of MIS and Examinations and the MIS team in determining a schedule of work for systems maintenance, development of in-house systems and where appropriate proprietary replacements.
14. To provide training for relevant staff on new systems and training for new staff on existing system
15. To ensure all data retained and processed within in-house systems and portals is done so in accordance with Data Protection regulations and any other relevant legislation. Also, that the appropriate compliance statements are displayed on EMRIS in-house systems and portals as appropriate.
16. To provide second line support for information systems under the domain of MIS.
17. To provide technical and user documentation for new and existing systems.
18. To show commitment to the college and its internal and external customers.
19. To maintain a professional working relationship with other members of staff, the common aim being the success of the college.
20. Other MIS related duties as required by the Head of MIS and Examinations.
21. Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
22. Participate in college activities, these may include open evenings, parents’ evenings, events, enrolment and induction
23. Promote equality and diversity, college policies and the core values of the college.

**Terms and Conditions**

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| **Salary** | Points 29 to 38 of the Sixth Form College's Support Staff pay spine currently £23,170 to £30,564 per annum. |
| **Working hours** | Will require attendance at college 36.25 hours per week (normally between 8.30am and 4.30pm, to be agreed with your line manager). Some flexibility in the hours worked will be expected, this could include some work in evenings and at weekends. |
| **Pension Scheme** | You will be auto enrolled into the Local Government Pension Scheme |
| **Holidays** | The post carries an annual holiday entitlement of 22 days plus 8 days public holidays and efficiency days (to be used during the Christmas shutdown). Holidays are to be taken where possible during college holiday times. |
| **Safeguarding** | The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. |
| **Payments** | Your salary will be paid on the last working day of each month by BACS transfer. |
| **Health** | Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical. |
| **References** | Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee. |
| **Probationary Period** | The post is subject to the successful completion of a 12 month probation period. You will have First Year in Post reviews to assess your progress and set targets. |

*This Job Description is current at the date shown and may be amended from time to time after consultation.*

**March 2018**