

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Systems Developer
Job Ref No:	REQ001045
Contract type:	Permanent
Hours per week:	Full-time – 36.5 Hours
T&Cs:	BS (Business Support)
Scale:	BS - I
Salary:	£33,561 - £36,520 per annum
Location:	South & City College Birmingham*
	* Postholders can be required to work at any College Centre
Responsible to:	Business Intelligence Systems (BIS) Manager
DBS Check required:	Enhanced DBS check/certificate required

Aims of Job/Job Purpose

The main purpose of this role is to assist the BIS Manager with the development and implementation of the student, staff and employer facing learner management systems and associated datasets. Working closely with systems suppliers to ensure the optimal development and deployment of the modular learner management systems in order to drive business efficiency and enhance customer experience; Supporting the provision of accurate, timely and accessible data information for College Staff, Students and Governors by ensuring business process is effectively built into the systems architecture.

Key Accountabilities and Responsibilities

Under the management of the BIS Manager and coordination of the Senior Systems Developer:

- To assist the BIS Manager with the development of college learner management systems and wider interdependent business systems as required
- To gain a sound working knowledge of the college's business processes and functions particularly in relation to the learner management systems in order to carry out effective business analysis that establishes stakeholder requirements that can in turn be translated into effective systems architecture
- To develop workflow that in turn builds business rules into the systems that reduce operational overheads and delivers timely 'right first time' data production

- To develop web-forms and custom logs within the student management systems in order to enrich the client experience by enable digital on-boarding, self-service and the provision of roles-based performance information
- To assist the BIS Manager, apply quality control to the development and implementation of business systems through testing (unit, integration, acceptance) and with UAT (user acceptance testing)
- To support the passing of data between the core learner management systems and other business systems (e.g. HR, Finance and CRM) by developing flat-file architecture and API integration
- To support the wider MIS team by proactively working with 3rd partner suppliers to escalate issues and problems in order to ensure systems remain operational and optimal, and to provide client support as tasked by the management and in conjunction with the Systems Support Officer
- To assist with the development and maintenance of the college's Data Warehousing architecture, by mapping core systems configuration to the business intelligence reporting data marts, using MS tools such as SSIS and SQL
- Work progressively as part of the team and with other the MIS staff in order to keep abreast of new developments and methodologies that facilitate systems design and their effective development
- To support with the rollout of systems including the associated change management, training and development of staff in the use of systems and associated reporting tools
- To assist with the administration, maintenance and upgrades of the college's information systems in conjunction with the IT Services team and Systems Support Officer
- To stay abreast of new technologies and to embark on training and development as required to maximise the outputs of the team
- To support the BIS Manager with the development and maintenance of documentation that supports business continuity, data transparency, and where appropriate create user guides for our stakeholders.

Other Duties and Responsibilities

- Complying with internal and external quality standards and contributing to the College's strategic aims
- Complying with and putting into operation college and division policies and procedures and health and safety regulations
- Supporting the protection and promotion of both staff and student welfare, particularly with regards to upholding the College's Equal Opportunities policy
- Maintaining confidentiality in relation to all College information. Duties which include the processing of any personal information of staff or students or any details about other educational services must comply with GDPR and not be divulged without authorisation
- Participating in the College's Appraisal schemes, such as ISAR (Individual Self-Assessment Reports), and undertaking any training, including CPD (Continuous Professional Development), as required
- Liaising with other MIS Staff to ensure an effective, consistent approach to the MIS function across the college
- Liaising with other departments to ensure an effective MIS service is delivered to the college

The job description is intended as a guide to the role and not an exhaustive list of duties. The job description is subject to review and change according to the needs of the college.

PERSON SPECIFICATION

Characteristic			
Proven experience of working in a business systems environment	✓		Application Form/Interview
Experience of developing information systems, process design and workflows to deliver efficiencies and enhance customer experience	✓		Application Form/Interview
Experience of manipulating information from databases. In particular Microsoft TSQL or other similar reporting tools	✓		Application Form/Interview/ Test
Experience of working in the education sector		✓	Application Form/Interview
Demonstrable administrative and organisational skills	✓		Application Form/Interview/ Test
Ability to quickly translate a business scenario into a technical solution	✓		Application Form/Interview
Formal qualification(s) in an information discipline, or relevant experience		✓	Certificates/evidence of previous roles
Demonstrable record of achievement against objectives and targets	✓		Application Form/Interview
Excellent IT skills to include Microsoft Office 365 environment and Management Information Systems	✓		Application Form/Interview/ Test
Experience of working within a team	✓		Application Form/Interview/ Test
Demonstrable record of willingness to learn	✓		Interview
Demonstrable record of working flexibly	✓		

			Interview
Demonstrable communication numeracy and literacy, with excellent writing skills		✓	Application Form/Interview / Test
Demonstrable record of using own initiative and problem solving skills	✓		Application Form/Interview/ Test
Experience of meeting customer needs and working to tight deadlines	✓		Application Form/Interview/Reference

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position. All posts are subject to an enhanced DBS check