

IT Services

APPOINTMENT OF GRADUATE SYSTEMS DEVELOPER

Ref I70374R

The IT Services Team – Systems, have responsibility for the maintenance and support of the College's IT Systems, which encompass Student Records (Agresso Students), Human Resources and Payroll (Jane HR), and Finance (Advanced OpenAccounts & EBIS) as well as a suite of internally developed applications created to support and extend the functionality offered in the Agresso suite. These applications have been developed to streamline administrative processes or to integrate with classroom/curriculum processes (e.g. Point of Sale, Study Tracking, Student Progress Reports, Staff and Student Portals).

The team provide support ranging from the analysis of user needs and business impact, to the implementation of suitable solutions; which take the form of 3rd Party Applications and internally developed solutions chosen carefully to meet the needs of the College.

The team have embraced an Agile approach to software development, closely following the Scrum framework. Development is carried out using the latest Microsoft .net technologies (asp.net web forms (VB) and windows forms (VB)) using Visual Studio 2017 and Visual Studio Online for source control.

A backlog of User Stories is maintained within JIRA Software, these are divided into projects and are prioritised regularly. In addition, the team respond to Requests and Incidents raised by the user community.

The team create and maintain many applications as well as providing essential support for many College processes such as enrolment, regulatory returns and exams.

JOB DESCRIPTION

JOB TITLE: Graduate Systems Developer – Ref 170374R

TEAM: IT Services - Systems

UPDATED: 3rd July 2017

RESPONSIBLE TO: IT Manager (Infrastructure and Systems)

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the Performance Management Process.

The Systems Developer is responsible for the Development aspect of the IT Services. This covers the support and development of in-house applications and the support of externally sourced software applications. They will be expected to provide solutions and fixes to systems and assist in ensuring that the systems remain functional whilst adhering to defined procedures.

	KEY DUTIES
Role Specific	<ul style="list-style-type: none">• Liaison with IT Services - Systems customers and the Colleges Service Desk – including gathering requirements and presenting solutions.• Liaison with third parties for solutions and ongoing development of their applications/reports• Ensure all applications/reports are developed according to customer requirements and within the constraints of available resources – including staff and funds and that all systems developed maintain the security, integrity and confidentiality of College data.• Assist in the development of new applications to further improve College Systems and Processes• Ensure that all developed applications are fully tested and incorporate business continuity principles as standard• Apply a diligent, pro-active approach to documentation and quality assurance.• Ensure that adequate training is provided for both the use and support of developed applications

	<ul style="list-style-type: none"> • Provide support on current applications in order to ensure the applications remain functional • Participate in the development team's Scrum Ceremonies (Sprint Planning, Sprint Review & Daily Scrum) • Maintain and contribute to the backlog of User Stories along with any Requests and Incidents assigned to the IT Services - Systems team.
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Quality	<ul style="list-style-type: none"> • Be actively involved in the College's continuous improvement culture
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College Responsibilities	<ul style="list-style-type: none"> • Participate in Performance Management and Staff Development activities as required. • Value diversity and promote equal opportunities. • Work within health and safety guidelines and be aware of your responsibilities for health and safety. • Adhere to college policies and procedures, including Data Protection. • Undertake responsibilities in accordance with conditions of service for working with students, potential students, parents and staff on behalf of the College. • Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines.
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PERSON SPECIFICATION

QUALIFICATIONS AND ATTAINMENTS	ESSENTIAL	DESIRABLE	ASSESSED BY
Minimum GCSE Grade C in Mathematics and English or a willingness to achieve in a specified timeframe	✓		Application form
At least a level 3 qualification in a relevant discipline(s)	✓		Application form
A higher level qualification, or final year graduate in relevant discipline or relevant extensive and demonstrable industry experience.	✓		Application form / portfolio, interview
A willingness to undertake appropriate Continuous Professional Development	✓		Application form/Interview

TRAINING, EXPERIENCE AND KNOWLEDGE	ESSENTIAL	DESIRABLE	ASSESSED BY
Good understanding of Object Oriented Design and standard design patterns	✓		Application form, exercise and interview
Experience in Relational Database design and operation.		✓	Application form, interview and portfolio
Experience of the use of SQL for the creation of tables, queries and stored procedures.		✓	Application form/ exercise and interview
Experience in maintenance of SQL server based systems		✓	Application form and interview
Experience in web based development for both the presentation of information and the interactive collection of valid data.	✓		Application form, interview, exercise and portfolio.
Understanding of web applications and exposure to related technologies. e.g. HTML5 JavaScript, CSS, jQuery, Bootstrap, AJAX, etc.		✓	Application form, interview and portfolio.
Understanding of .net (VB or C#) development environment.	✓		Application form, exercise and interview
Experience in VB6 windows development.		✓	Application form and interview
Experience of FE/HE administration and student tracking systems		✓	Application form and interview

Understanding of the full software development lifecycle using structured or Agile approaches	✓		Application form and interview
Knowledge of a broad range of technologies related to the role		✓	Application form and interview
Analytical and problem solving skills	✓		Application form and interview
Ability to learn quickly and utilise new skills and technologies.	✓		Application form and interview

PERSONAL SKILLS AND ATTITUDES	ESSENTIAL	DESIRABLE	ASSESSED BY
Display initiative, be positive and friendly	✓		Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	✓		Interview
Display energy and enthusiasm	✓		Interview
Possess excellent communication skills	✓		Interview
Possess high standards and be conscientious	✓		Interview
Be a team player	✓		Interview
Plan, prioritise and use own initiative to meet deadlines	✓		Interview
Meticulous attention to detail and accuracy	✓		Interview
Demonstrate a commitment to the process of continuous review and improvement	✓		Interview
Suitable to work with children, young people and vulnerable adults	✓		Interview

SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	Up to £27,962 p.a. dependent upon qualifications, experience and competencies.
WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week.
PENSION SCHEME	You are entitled to join the Local Government Pension Scheme. Further details are available at www.yourpensionservice.org.uk
HOLIDAYS	<p>You will receive (pro rata)</p> <p>20 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August)</p> <p>8 Bank and Public Holidays</p> <p>4 extra Statutory Holidays</p> <p>3 closure days should the College decide to close in the interests of efficiency</p> <p>This entitlement will be on a pro-rata basis for posts that are part-time</p>
SAFEGUARDING	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults.</p> <p>In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit www.homeoffice.gov.uk/dba for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p>
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
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.
PROBATION PERIOD	This post is subject to the successful completion of a 12 month probation period.
NOTICE	The appointment can be terminated by 8 weeks' notice on either side (except where statutory periods afford more beneficial terms)
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is midday **Monday 31st July 2017**

Approved: David Sharrock

Date: 23/02/2017