**** **Job Description**

# **Job Title:** Lead Web Application Developer

**Responsible To:** MIS Assistant Manager: Data

**Job Purpose:** To design, develop and document IT systems and reports; to lead the development and maintenance of the Management Information Systems and ensuring they meet the College’s needs.

## Principal Responsibilities

1. To work with the other members of the Business and Information Systems function to improve data quality, accuracy and availability; To understand the importance of data quality and proactively take steps to maintain and improve this;
2. To develop IT systems and reports based on specifications from the Manager Business and Information Systems using appropriate software tools and languages (e.g. .NET, Oracle SQL) and to fully document these using a standard format;
3. To lead the technical development aspects of projects as directed by the MIS Assistant Manager: Data;
4. To explain complex technical systems in simple, non-technical terms for non-MIS staff and managers;
5. To gather, analyse and document user requirements and develop or adapt existing systems to meet these requirements;
6. To ensure the consistent reporting of data across all MIS reporting and dashboard systems; to ensure the College gains maximum benefit from the MIS data by reviewing screen designs and reports and recommending and implementing changes to these;
7. To challenge accepted systems, processes or knowledge and propose alternatives where better solutions exist;
8. To demonstrate a clear understanding of the role of application development in supporting the college in achieving its strategic aims;
9. To periodically review existing systems to ensure fitness for purpose and appropriateness and to make appropriate recommendations to Management where systems need updating or replacing;
10. To perform any other appropriate duties which may be required from time to time by line management or the Senior Management Team;
11. To investigate and resolve any MIS system errors; to co-ordinate with internal and external suppliers to monitor, resolve and escalate issues where necessary;
12. To ensure the effective management and maintenance of the MIS systems in co-ordination with external support including, but not limited to, the backups of the systems and the scheduling of live to train transfers or system updates;
13. To deal with information enquiries from both internal and external sources.

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Manager which may lead to revisions in light of the operational requirements of the College.