Job Summary for College Information Systems Developer

Department: College Information Systems (CIS)

Salary: Salary range PO5 - £44,495 to £46,452 per annum

Job summary: Newham Sixth Form College (NewVIc) is London's largest sixth form college. It is a vibrant centre for sixth form education with the great majority of students coming from our local schools in Newham. Our mission is to create a successful learning community and our values are:

- o excellence and achievement; setting high standards and high expectations
- o respect for everyone; valuing diversity and promoting equality
- o education for everyone; attracting and including new learners
- o education of the whole person; for personal and social development
- o accountability; responding and contributing to our communities
- o honesty, openness, trust and sensitivity in everything we do

NewVIc is a unique sixth form college and working here will give you the opportunity to develop your expertise in a successful and innovative student-focused organisation. We are aiming to strengthen the College Information Systems team to help us build on our success and make a major contribution to the College as it enters a new phase of development.

We are seeking to appoint a College Developer to enhance, support and maintain systems and applications across the college including the management information system, currently ProSolution, ProMonitor and Moodle.

This job description is subject to review and is likely to change as the college develops.

Closing date: 12.00 noon, Monday 23 October 2017

Vacancy ID: OP/09

Application form: To apply for this vacancy please complete the application form available from www.fejobs.com or www.newvic.ac.uk. Applications can be submitted to jobs@newvic.ac.uk or posted to Human Resources, Newham Sixth Form College, Prince Regent Lane, London, E13 8SG. Please ensure you allow sufficient time for your application to reach us as we cannot accept applications past the closing date/time.

Candidates are shortlisted on the basis of their written application and the extent to which they meet the standard criteria. You are advised to ensure that you use your supporting statement to indicate the extent to which you meet each of the criteria in the person specification below.

Longlisted candidates will be invited in for a selection day that may include a briefing, a written assessment, a practical test, and an interview.

Job Description for College Information Services Developer

Reports to: CIS Manager

Main Purpose: To assist the CIS manager in providing an excellent service for internal staff and external stakeholders

Main Activities:
1. To create, maintain and administrate databases and applications in accordance with service requirements
2. With guidance from the CIS manager, improve the flow of data around the College
3. To develop and implement new IT related initiatives or projects which are related to overall college priorities e.g. Moodle, ProMonitor and others.
4. To consult on new developments in line with the organisation business requirements and strategy
5. To work with the CIS team to maintain quality control over all reports
6. To co-ordinate support groups for new developments, and to provide support for ProSolution and ProMonitor users
7. To use conventional notation e.g. naming variables using industry standards
8. To document all new developments to agreed standards e.g. on-line applications
9. To support and improve business processes using technology, e.g. enrolment, applications, induction etc.
10. To be able to prioritise workload with complex and varying requests
11. To link or integrate the current CIS system (ProSolution) to other systems as required
12. To work closely with IT to keep SQL servers up to date
13. To provide regular information and intelligence to managers
14. To provide training for colleagues on systems as required
15. To work inline with data protection and freedom of information laws
16. To maintain and promote good relations with all stakeholders
17. To be committed to continuous professional development
18. Work in partnership with the CIS manager to specify the connectivity and integration standards for all applications
19. Perform user requirement analysis on any 'silo' systems of departments and where possible integrate into the main systems
20. Design Business Intelligence dashboards from various enterprise systems for interactive and effective management reporting
21. Pro-actively locate and correct problems in the daily running of the systems, ensuring quality, security, and integrity of the data is maintained to a high level

Person Specification for College Information Services Developer

Experience: Programming experience with the .NET framework
Exposure to ASP.Net (VB/C#)
SQL Server 2005, 2008, 2012
SQL Server Reporting Services (SSRS 2008 R2)
SQL Server Integration Services
SQL Server DML, DDL, ETL
Experience in developing and maintaining web based applications

Qualifications or training:
1. Educated to degree level, including GCSE grade C or above in Mathematics and English.
2. Excellent knowledge of Microsoft software packages including Access and Excel.
   Willing and keen to undertake relevant training.

Practical skills:
1. A good understanding of modern application OO development techniques
2. Experience of working with Microsoft SQL Server, SSIS, SSRS, SSAS , tables, views, functions, stored procedures and various other database objects, as well as Integration Services
3. Experience and a proven track record with SQL Reporting Services including report writing and deployment and also undertaking the report server administration
4. Experience of using Internet Information Services (IIS), SVN subversion control or a similar source control provider and of producing management information reports
5. Experience of linking SQL databases to other SQL based systems
6. Able to cope with deadlines and prioritise work activities
7. Capable of learning and adapting to new software packages quickly
8. Willingness to undertake professional development in the context of rapid development in the use of information technology

Personal qualities & attributes:
1. Flexible in approach and ideas
2. Is enthusiastic about new and emerging technologies
3. Ability to deal sympathetically with colleagues who may have less advanced IT skills
4. Can organise own workload and work independently or as part of a team
5. Excellent communication skills including verbal and written
6. Ability to work proactively
7. Able to problem solve and make decisions when necessary

8. Willing to show commitment
9. To be polite, confident and courteous when dealing with people, on the telephone and in person, at all levels within the College and with external agencies
10. Have the will and ability to self-develop, learn (quickly) new things and adapt to new environments

Other Information

Health and Safety - all employees must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. Employees are also required to comply with the college's Health and Safety Policies and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Where the college has a statutory duty with regard to health and safety employees are required to co-operate with the college and its managers and officers so far as is necessary to enable the college to meet that duty. This includes using equipment and substances in accordance with training and instruction and the reporting of serious dangers to your own or others' safety.

The College operates a smoke-free policy and the post-holder is prohibited from smoking in any of the College's buildings, enclosed spaces within the buildings, and College vehicles. Staff will not be released for a break that is specifically for smoking.

Equality – the postholder must be committed to the college's Equality and Diversity Policy and advancing equality through our Equality Objectives.

Annual leave – the postholder will be entitled to 23 days annual leave per annum, plus three compulsory closure days between 25 and 31 December.

Performance – the postholder will be required to participate in performance reviews and undertake a plan of training where necessary.

NewVIc supports the professional development of its staff. The strong team culture in the college provides a stimulating environment in which to develop your skills. Development needs are discussed during the appraisal process and there is a generous budget for staff development requests that support team and college objectives.

There is an induction programme for new staff.

Confirmation of appointment is subject to a satisfactory 10 month probation period.

The post holder will be required to adhere to College policies and procedures.

This post is eligible for membership of the Local Government Pension Scheme (LGPS).

In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with postholder's level, wherever they may be, to achieve the objectives of the College.

The post holder will be required to have a clearance from the Disclosure and Barring Services. Criminal convictions will only be taken into account when they are relevant to the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment and participate in statutory training.

- **Useful websites**

NewVIc
www.newvic.ac.uk
The college's own website.

Newham Council
www.newham.gov.uk
The website of Newham Council.

www.london.gov.uk
The website for the Government Office for London.

The 2015 Ofsted inspection report on NewVIc
http://www.newvic.ac.uk/news/publications/OfstedIinspection2015.pdf