huish | RICHARD HUISH COLLEGE

JOB DESCRIPTION
SYSTEMS SUPPORT DEVELOPER

1. **JOB TITLE:** Systems Support Developer

2. **RELATIONSHIPS:** The Postholder:

   2.1. will be responsible to the CIS & Exams Manager
   2.2. will make and maintain positive productive, professional relationships with working colleagues, members of the College i.e. staff and students, and external suppliers.
   2.3. will support the work of colleagues.

3. **PURPOSE OF JOB:**
   3.1. The main role of the post holder will be to provide timely, effective and efficient development support for the college's CIS systems and databases, data reporting and querying, along with developing bespoke solutions for use across the college. The post holder will also support development projects across the College.

4. **KNOWLEDGE BASE. THE POST HOLDER WILL HAVE:**
   4.1. A good working knowledge of relational database principals, in particular MS SQL Server
   4.2. A good working knowledge of web based programming principals
   4.3. A good working knowledge of Microsoft Office, in particular Microsoft Access. Experience of using Visual Basic for Applications would be an advantage.
   4.4. Experience working with any of the following technologies would be an advantage; AJAX, SharePoint, InfoPath and XML.
   4.5. Training in the operation of Capita UNIT-e applications and other specialist applications will be given as required.

5. **KEY TASKS / AIM OF THE ROLE**

   o   Support and develop the college's CIS systems including the SQL databases
   o   Developing and maintaining bespoke systems
   o   Assisting in project work as required
   o   Assist in the production of help and guidance information for users

7. **PERFORMANCE REVIEW**

   The postholder's performance will be reviewed annually as part of the College's Performance Review and Development Scheme.

8. **CONDITIONS OF EMPLOYMENT**

   The post is full time (37 hours per week), all year round. The postholder will be entitled to 25 days holiday plus bank holidays and extra statutory days.