

JOB DESCRIPTION



Post Title: MIS Applications Developer

Responsible to: MIS Manager

Purpose of the Role:

The postholder will be expected to:

- Develop, maintain and support a suite of both in house and off the shelf applications.
- Develop new applications following the full project lifecycle from gathering requirements through to documentation, training and support.
- Assist in the planning, development and implementation of a centrally based College MI system
- Maintain and improve processes to ensure that College data reflects actual activity and evidence is collected and stored appropriately in preparation for audit
- Support timely and accurate returns to College stakeholders ensuring the College is compliant with funding rules and regulations
- Deputise for the MIS Manager in times of absence

Duties

1. Development, maintenance and support of a suite of both in house developed and off the shelf applications.
2. Development of applications through the full project lifecycle from gathering requirements through to documentation, training and support.
3. To enhance and support, in consultation with the MIS Manager, a Management Information System based on Tribal EBS software, incorporating such development and maintenance of the software in order to meet the College's need.
4. To develop and facilitate relevant training in Management Information Systems for staff within the College.
5. To assist in the maintenance of the college dashboard and suite of reports.
6. To provide advice and support for users of applications maintained by the Management Information Systems team on a day to day basis.
7. To assist in the testing and implementation of any upgrades to software as the need arises.
8. To work in close collaboration with all users of the MI systems and processes.

9. To support the production and submission of external funding and statistical returns for external agencies/funding bodies as required.
10. To implement data integrity checks to ensure accuracy and reliability of reports and returns for funding bodies.

Corporate Responsibilities

1. To share and demonstrate the values of the College.
2. To adhere to all College regulations including financial regulations.

General Responsibilities

1. To take responsibility for ones own continuous and professional development.
2. To ensure compliance with the Data Protection Act and Freedom of Information Act.
3. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainability Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.
4. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is carried out through discussions with Management. You are expected to participate fully in the review and, following discussion to update your job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check. Further information about the DBS can be found at www.gov.uk

Qualifications

- Relevant degree or equivalent professional qualification or substantial experience in a similar role
- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period

Knowledge

- Detailed working knowledge of current funding rules and methodologies
- Knowledge and understanding of SQL Server database technology
- High level of competence in the use of MIS software within a Further Education College environment
- Working knowledge of the Tribal EBS system
- Experience of developing web based and client based applications against relational databases
- Experience of developing applications using ASP.NET and VB.NET
- Web development experience using HTML, Javascript and CSS
- Report writing using SSRS or Report Builder

Competencies

- High level of competence in the use of MIS software within a Further Education College environment

Evidence of :

- Analysing and reporting data from a relational database
- Presenting and manipulating data using Microsoft Excel
- Supporting MIS systems
- Developing applications using ASP.NET and VB.NET
- Developing on a SQL Server platform using T-SQL
- Effective communication skills

Proven ability :

- to work as a proactive team member
- to deal effectively and efficiently with a broad spectrum of people in a wide variety of circumstances
- to prioritise work and work to deadlines
- to think and act effectively and have a creative approach to problem solving
- Able and willing to provide training to non-technical users of systems
- A willingness to work flexibly
- Able and willing to work with minimum supervision, and to demonstrate initiative

Other Requirements

- Able to travel as necessary to fulfil the duties of the post
- A commitment to on-going personal development and willingness to attend appropriate training courses, which may require overnight subsistence

- A willingness to work flexibly and outside of normal office hours; evenings, weekends and occasionally at bank holidays
- Suitable to work with children and young people in accordance with Government guidelines for safeguarding children
- This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes