

**Job Description:**

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| **Post:** | Systems Developer |
| **Salary Grade:****(fixed point)** | Grade 5, Spine Point 22 - £33,211.78 per annum |
| **Responsible to:** | Data & Reporting Mananger |

**Key Purpose:**

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| **1** | To take an active role as part of the Management Information Service (MIS) team in providing a high quality, responsive management information reporting service across the College.  |
| **2** | To develop, design and maintain College Information Systems and provide support for users of those systems across the College and to be responsible for system integration and database support. |

**Key Responsibilities and Accountabilities:**

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| **1** | As directed by the Data Governance & Reporting Mananger, develop Information Systems software for college needs, in particular developing forms and reports as required. |
| **2** | To liaise with College staff to ensure that the College’s Information systems deliver the information that staff require to carry out their work. |
| **3** | Liaise with external software companies in order to ensure seamless data transfer between the College Information Systems and other College systems, e.g. Unit-e, CRM, ProMonitor, ProAchieve.  |
| **4** | To assist with the maintenance, development and implementation of College Information Systems.  |
| **5** | Provide support for College Information Systems’ users and ensure staff and management are kept informed when problems occur and liaise with other departments to resolve those problems.  |
| **6** | Assist the Data Governance & Reporting Mananger by providing technical input to support the development and acquisition of College Information Systems. |
| **7** | Administration of the College Information Systems databases. |
| **8** | To carry out such other duties within the college as are assigned by the Head of MIS & Exams that are commensurate with the grade of the post.  |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibility for health and safety. |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards. |
| **6** | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
|  | A degree in a relevant subject with relevant work experience OReducated to advanced level or equivalent plus at least two years’ experience in a similar position | x |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING** |  |  |
|  | Experience of working with MIS (UNIT-e) or equivalent MIS systems |  | x |
|  | Previous experience of working within an educational environment and understanding FE Curriculum  |  | x |
|  | Experience of using a student records system |  | x |
|  | Knowledge of the ILR Specification |  | x |
|  | Ability to write and adapt reports using SQL  | x |  |
|  | Experience of SQL (SQL, MySQL, SQL server or similar) | x |  |
|  | Programming background with strong IT skills including the ability to interrogate systems in order to extract relevant information | x |  |
|  | Experience of using Microsoft Reporting Services and/or similar report writing packages  | x |  |
|  | Experience of complex report writing from databases  | x  |  |
|  | Knowledge of .NET programming languages (e.g C#, VB) |  | x |
|  | Experience of using Microsoft Office applications (in particular Excel & Access) at an in depth level and an understanding of the interconnectivity between the packages  | x |  |
|  | Experience of working with relational databases | x |  |
|  | Experience of providing technical support for MIS systems and carrying up system upgrades and fixes and liaising with IT Services | x |  |
|  | **SKILLS & ATTRIBUTES** |  |  |
|  | The ability to develop complex databases from different sources  | x |  |
|  | Excellent communication skills and customer focussed | x |  |
|  | Excellent customer service skills | x |  |
|  | Ability to explain technical matters to non-technical personnel | x |  |
|  | Ability to take the initiative and be proactive | x |  |
|  | Willingness and ability to undertake training needed to fulfil the changing requirements of the post | x |  |
|  | Resilient, positive and of professional appearance | x |  |