

## Software Developer (Statutory Returns)

Job Ref: REQ240609

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Job Description

**Job Grade** Management and Specialist Grade 6

**Job Purpose** To undertake assigned software development, business analysis, package implementation and user support tasks, according to agreed standards and guidelines.

### Job Duties

1. To participate in software development, package acquisition and implementation projects and programmes to deliver effective and efficient business solutions.
2. To participate in the documentation, review, revision, and development of business processes to improve the effectiveness and efficiency of those processes.
3. To undertake the necessary maintenance and enhancement of the student information systems, including related system and user documentation, in such a way as to assure their utility, quality, security and integrity.
4. To keep the student information systems' developments compatible and integrated with the rest of the University's corporate information systems.
5. To participate in testing the student information systems including the development and execution of test plans and automated testing.
6. To advise, assist and train staff in the use of the student information systems to help them resolve problems and use the systems to best effect.
7. To liaise with university staff, suppliers, the HE sector and government bodies to ensure that an effective and efficient service is always available to both internal and external university stakeholders.
8. To keep abreast of relevant developments in IT and IT legislation, to provide optimal service.
9. To undertake any other tasks on an occasional basis which may reasonably be required by the line manager.

### Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

Working outside normal working hours is occasionally necessary. Such out-of-hours working as is necessary is scheduled in negotiation with the group of staff with relevant skills and takes account of the personal commitments and wishes of individuals. When convenient, it can sometimes be appropriate for the work to be carried out remotely at home.

For purposes of system management, IT Services staff often have enhanced access to data, files and computer systems and must always respect the privacy of information to which they have enhanced access. The only exception to this will be investigations authorised by IT Services Director or his/her nominee.

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to always observing the University's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to the Student Information Systems Team Dev/Ops Manager.

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Of developing software for corporate applications in an enterprise database development environment e.g., Oracle, SQL-Server, MySQL.	1,2,3
	Of analysing complex, large, corporate information systems, and business processes.	1,2,3
	Of analysing and interpreting complex, large datasets.	1,2,3
	Of interpreting technical requirements specifications.	1,3
Skills and abilities	Ability to estimate and prioritise work packages.	3
	Ability to work across multiple workstreams at the same time.	3
	Ability to work to agreed deadlines, technical standards, and procedures.	1,2,3
	Ability and eagerness to meet new objectives and learn new skills.	1,3
	Ability to communicate effectively both written and verbally with IT and non-IT staff.	1,3
	Ability to work as part of a team.	3
Training	Evidence of having undertaken continued professional development.	1,3
Qualifications	Degree with relevant IT content, or relevant professional IT qualification coupled with industry experience.	1
Other	Interest in Higher Education.	1,3
	Demonstrated commitment to equity, diversity, and inclusion.	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Of working in a Higher Educational or similar organisation.	1,3
	Of working with Statutory Returns.	1,3
Skills and abilities	Technical proficiency in Oracle PL/SQL.	1,3
	Technical proficiency in Oracle APEX.	1,3
	Technical proficiency in Oracle Forms.	
	Awareness of IT security issues and methods of managing them, such as authentication, authorisation, and best practice for developing systems.	3
Qualifications	Training and/or qualifications in programming languages and associated technologies.	1
	Relevant formal accreditation e.g., ITIL Foundation.	1

## Conditions of Service

The position is full time and open ended. Salary will be on Management and Specialist Grade 6, £33,966 - £44,263 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>