



## JOB DESCRIPTION

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| <b>Post:</b>                  | <b>SOFTWARE DEVELOPER</b>   |
| <b>Responsible to:</b>        | Head of M.I. & Data Services  |
| <b>Salary:</b>                | £35,330 Fixed Point 39  |
| <b>Conditions of Service:</b> | Truro & Penwith College Conditions of Service   |
| <b>Main Purpose of Job:</b>   | Development and maintenance of the College Management Information System and associated applications.   |
| <b>Specific Duties:</b>       | <p>To work as part of the MIS team to maintain and develop the College's Management Information Systems, associated applications and processes and API's.</p> <p>To contribute to future developments and ongoing maintenance of the College Management Information System, applications and services.</p> <p>To perform system upgrades and patches on the College Management Information System.</p> <p>To work with colleagues to investigate possibilities and support the integration of standalone information systems into the College Management Information System.</p> <p>To work with the MIS Developer to maintain and support the development of bespoke reporting solutions using SQL, Power BI and SSRS.</p> <p>Working in conjunction with the IT Services Team, analyse operational functions of the College and design processes / workflows to meet user requirements.</p> <p>To contribute to the research, design, development, testing and deployment of core Management Information Systems.</p> |



To provide cover for the Senior IT Engineer – Development and third line support where appropriate.

To perform dba maintenance tasks on the College SQL databases as required.

To work with other members of the MIS and IT Services teams to manage, support and maintain all aspects of the College IT systems.

To keep up to date with current and emerging technologies in order to support development.

To liaise with the IT Services Team to maintain a unified approach to developing and maintaining systems.

To liaise with external firms and agencies as necessary to ensure the effective operation of College Management Information Systems.



**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

College promotional and marketing activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff development activities.

General College developments.

All members of staff must be prepared for changes in their responsibilities and work.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.



The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## PERSON SPECIFICATION

### SOFTWARE DEVELOPER

Ideally, the person appointed will have the following skills and experience:

- A good working knowledge of relational database principals, in particular MS SQL Server and the TRANSACT-SQL dialect, database maintenance and querying.
- A good working knowledge of programming and data exchange principals – experience in PHP, ASP.net, C#, JSON, Javascript, GIT and other Web 2.0 technologies would be an advantage.
- Experience working with any of the following products/technologies would be an advantage; ESS Unit-e, Microsoft 365, Power BI, web APIs
- Previous experience of developing software solutions in line with customer requirements as well as experience in delivering IT Projects.
- Excellent interpersonal skills in dealing with staff, students and the general public.
- A higher level academic qualification, equivalent industry qualification or significant demonstrable experience of working in an IT environment. Preference will be given to candidates with a proven industry track record.
- The ability to undertake the administrative functions associated with the post.
- Excellent communication and customer relations skills, including influencing and negotiating skills.
- Ability to work capably alone on own initiative as well as collaboratively as part of a team.
- Ability to write clear and effective technical documentation.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.