

JOB DESCRIPTION

Job Title:	Assistant Developer	Grade:	SG6
Department:	Information and Library Services (ILS) Business Solutions	Date of Job Evaluation:	XXX
Role reports to:	Operations Team Leader		
Direct Reports	N/A		
Indirect Reports:	N/A		
Other Key contacts:			
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

The post holder will be part of the team with responsibility for the technical development and maintenance of the University's core business systems, including the student records system, institutional portal and HR system. They will be involved in all phases of the development of new business systems, maintenance of current systems, changes and system upgrades, using requisite functional and technical expertise in a timely and cost-effective manner.

KEY ACCOUNTABILITIES:

Team Specific:

- Within the business and/or technical area(s) assigned, work closely with the other ILS Teams;
- Under the direction of the Operations Team Leader, plan, schedule, document and implement new systems, system changes and/or system upgrades through testing into production in a timely and effective manner;
- From time to time, work under the instruction of senior members of Business Solutions;
- To be pro-active in establishing and maintaining a close working relationship with appropriate end users and colleagues within ILS;
- Participate in the provision of general and application specific information systems advice to end-users;
- Responsible for responding to, documenting and resolving service tickets in a timely manner;
- To conform at all times with departmental policies, procedures and standards;
- As required, ensure that the Operations Team Leader is kept fully informed of developments by means of regular written progress reports, regular meetings and where appropriate by informal means;
- To be pro-active in promoting the image of Business Solutions within the University, the wider higher education community and the national and international user

communities associated with technical and functional use of our corporate systems;

- From time to time, to participate in specific projects not directly related to the main functions of the post.

Generic:

- Foster relationships and contact networks amongst peers across the sector.

Managing Self:

- Contribute to the development of office processes;
- Ability to work on own initiative without constant supervision;
- Ability to work accurately under pressure;
- To have a willingness to develop professionally, maintaining a knowledge of techniques and developments within the IT industry.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

- Undertake any other duties as requested by their line manager, commensurate with the grade.
- A willingness to travel to any of the University's sites as necessary.
- This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Business Solutions delivers the required level of service.

KEY PERFORMANCE INDICATORS:

To produce high quality work delivered to the agreed timescales

KEY RELATIONSHIPS (Internal & External):

- University staff
- Partner, Network and Collaborative Centre staff
- University, Partner, Network and Collaborative Centre students
- Colleagues across the sector in related fields
- Software suppliers

PERSON SPECIFICATION	
Essential	Desirable
Experience <ul style="list-style-type: none"> Working knowledge of the principles of RDBMS and associated systems analysis techniques; Demonstrable experience of developing in SQL and PL/SQL Knowledge and desirable experience of Object-Oriented development technologies e.g., Java & J2EE, Groovy/Grails Experience providing technical support to end users on software related technical issues; Experience of using JIRA or other Issue Tracking software; Experience in the use of version control (git, subversion, etc); Experience of multi-tasking several projects/issues at the same time. Skills <ul style="list-style-type: none"> Well organised and self-motivated; Ability to learn new skills quickly. Qualifications <ul style="list-style-type: none"> Educated to Degree level or with relevant demonstrable work experience. Personal attributes <ul style="list-style-type: none"> We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity. 	Experience <ul style="list-style-type: none"> Experience in systems development within a Higher Education environment; An understanding of systems analysis and design. Skills <ul style="list-style-type: none"> Good writing skills; Ability to communicate with staff at all levels. Qualifications <ul style="list-style-type: none"> Membership of a relevant professional body. Personal attributes <ul style="list-style-type: none"> N/A