

J o b D e s c r i p t i o n

Position:	Senior IT Systems Developer (Academic Partnerships)
School/Service:	Information Systems and Technology
Reference:	OCD-076/P
Grade:	6
Status:	Permanent
Hours:	Full-Time (36.25 hours per week)
Reporting to:	Director of Information Systems and Technology
Assignment:	Off Campus Division

Main Function of the Role:

Working collaboratively with IS&T and the Off Campus Division, the postholder will design, develop, implement and support sustainable digital solutions to support Division operations, academic partnerships and remote learning delivery.

The postholder will provide technical expertise to translate agreed operational and business requirements into effective, user-centred systems, workflows and digital services.

Principal Duties and Responsibilities:

1. As technical lead, plan and coordinate systems development projects for the Division, including workflow automation and integration with existing core platforms to support partner and Division operations.
2. Translate agreed operational and business requirements into secure, user-centred technical solutions that improve efficiency, integration, reporting and user experience across the Off Campus Division.
3. Lead the technical implementation of agreed systems, workflows and digital services, contributing to solution design, testing, deployment, support and ongoing improvement.
4. Work with IS&T, the Off Campus Division and, where appropriate, partner users to provide technical input on agreed requirements, investigate system or process issues affecting digital services, support testing and contribute to technical improvement decisions.
5. Produce system specifications, support documentation, user guidance and training materials to support the effective adoption and use of new or improved systems and digital services.
6. Develop and enhance web-based systems, SharePoint Online sites, content management solutions and digital services that support Division and partner operations.

7. Support the development and improvement of system-based reports and data outputs to monitor workflow, usage, service performance and operational effectiveness.
8. Ensure the security and integrity of data exchanged between the University and partners is maintained through appropriate controls, in line with data protection principles and law.
9. Maintain awareness of developments in technology, including AI, assessing appropriate tools and applications against agreed business requirements, user needs, security considerations and institutional standards.
10. Design, develop and implement platforms to deliver a blend of digital and live learning solutions, including Moodle where appropriate.
11. Undertake such other duties as may be expected within the scope and grading of the role.
12. Participate in University internal/external events, including supporting academic-lifecycle activities such as open days, clearing, enrolment and awards ceremonies etc
13. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
14. Ensure a safe working environment, abide by the University Health and Safety policies, and observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
15. Maintain awareness of environmental and sustainability issues and demonstrate a commitment to the University's associated strategy in the performance and delivery of the key responsibilities of the role.

Note:

This is a description of the role requirements, as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes where appropriate. The review process will be conducted jointly by the relevant manager in consultation with the role-holder.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

There is a requirement in this role for occasional evening and weekend working.

Person Specification

Position: Senior IT Systems Developer (Academic Partnerships)		Reference: OCD-076/P	
School/Service: Information Systems and Technology		Priority (1/2/)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	GCSE Grade C or equivalent in English and Mathematics	Priority 1	Application / Documentation
1 b)	Degree (or equivalent) in a relevant discipline or significant work experience in this area	Priority 1	Application / Documentation
2 Skills / Knowledge			
2 a)	Good understanding of applying web and data technologies in a corporate environment, including process analysis, solution design, technical implementation, user experience, access, security and continuous improvement.	Priority 1	Application / Interview
2 b)	Experience of website and data systems development using appropriate technologies: a) SQL b) Programming Languages e.g. JavaScript c) HTML5 d) CSS e) Microsoft Power Platform technologies, including Power BI, Power Automate and Power Apps	Priority 1 Priority 2 Priority 1 Priority 1 Priority 2	Application / Interview / Test
2 c)	Good working knowledge of Intranet technologies including: a) SharePoint b) Content management systems c) Mobile first and user-centred design approaches	Priority 1 Priority 2 Priority 2	Application / Interview / Test
2 d)	Strong user interface and design skills, including the ability to design intuitive, accessible digital services and online resources.	Priority 1	Portfolio of example work
2 e)	Practical working knowledge of web and integration technologies; including web servers and use of APIs	Priority 2	Application / Interview / Test
2 f)	Understanding of creating and developing digital learning resources, including on platforms such as Moodle	Priority 2	Application / Interview
2 g)	Good understanding of data and system security including data protection issues in system design, adoption and operation.	Priority 1	Application / Interview
2 h)	Excellent oral and written communication skills, including the ability to produce system specifications, support documentation, user guidance and other technical documentation	Priority 1	Application / Interview

2 i)	Able to prepare training materials in a variety of mediums and to deliver formal structured training sessions to groups/individuals as required	Priority 1	Application / Interview
3	Experience		
3 a)	Credible experience of developing, implementing and supporting corporate web systems, business systems or workflow solutions	Priority 1	Application / Interview
3 b)	Experience of SharePoint Online administration, site development and content management systems administration	Priority 1	Application / Interview
3 c)	Experience of delivering effective formal group training and training materials	Priority 2	Application / Interview
3 d)	Experience of working within the Higher Education / University sector	Priority 1	Application / Interview
3 e)	Experience of supporting system or process improvement activity, including investigating issues, supporting testing and contributing to technical improvement decisions	Priority 2	Application / Interview
4	Personal Qualities		
4 a)	An enthusiastic, highly professional and positive attitude towards work and to providing high quality customer service.	Priority 1	Interview
4 b)	Able to influence and gain the support of the team members to achieve goals and targets	Priority 1	Interview
4 c)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 d)	Flexibility in working practices to accommodate the needs of the service e.g. prepared to work occasional evenings or weekends as required	Priority 1	Interview
4 e)	Able to work on multiple tasks concurrently	Priority 1	Interview
4 f)	Able to respond positively to new situations and changes, adapting working methods and approaches accordingly	Priority 1	Interview
4 g)	Able to set goals and prioritise own work and check own progress against these and other targets	Priority 1	Interview
4 h)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview

5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 c)	Awareness of the principles of the Data Protection Act, Freedom of Information Act, Prevent, the Bribery Act and UKVI	Priority 1	Interview
5 d)	Awareness of the requirements of Health & Safety within the work environment	Priority 1	Interview
5 e)	Available to work flexibly and travel as appropriate in order to meet the needs of the service	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required