



# **Job Description and Person Specification**

## **MI Systems Developer**

## Job Description and Person Specification – MI Systems Developer

<b>JOB TITLE:</b>	MI Systems Developer
<b>DEPARTMENT:</b>	MIS
<b>RESPONSIBLE TO:</b>	Head of MI Systems and Business Intelligence
<b>RESPONSIBLE FOR:</b>	N/A
<b>GRADE/SALARY:</b>	TCG Business Support Scale 9

### OUR PURPOSE AND VISION

#### ***‘Unlocking Potential, Fostering Success’***

To be a leading provider of education and skills that supports community cohesion and drives local and regional productivity.

### Our Values

<b>Ambitious</b>	We set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.
<b>Resilient</b>	We believe that every challenge is an opportunity to learn, develop and become stronger.
<b>Collaborative</b>	We work together, support one another, share ideas, and encourage success.
<b>Inclusive</b>	We value individual difference and creating an environment where everyone has the same opportunities
<b>Respectful</b>	We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.

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### **JOB PURPOSE:**

- To administer and further develop the Group's information management systems, databases, interfaces and processes, in accordance with IT policies and procedures. Drive improvements in order to meet Group's quality, efficiency and compliance objectives, allowing the Group to maximise performance and monitor the utilisation of resources.

### **Key Accountabilities:**

- Co-ordinate and implement software upgrades to the main MI systems, ensuring compliance with Group policies and procedures.
- Lead in the implementation of new system installations and integration with core MI systems, ensuring compliance with Group policies and procedures.
- Work with the MIS team to automate manual processes to aid accuracy and reliability of MIS data.
- Ensure all MI systems are effective and efficiency issues are dealt with to deliver reliability and promote confidence with the Group's core databases.
- Lead in the implementation and development of the Group's data warehouse and dashboard reporting solutions.
- Keep yourself and the Group up to date with, and implement, industry standard best practise for database development and administration.

### **Key Areas of Responsibility:**

#### **➤ Systems**

- Maintain the functionality of existing systems that connect to the student records databases, enabling business support services to undertake their administrative duties.
- Administer and apply software patches and upgrades to the student records databases and other associated packages, as directed by the Head of MI Systems and Business Intelligence.
- Liaise with MIS software suppliers, e.g. Advanced, Drake Lane etc. regarding bugs, bug-fixes, patches and upgrades. Attending MIS software user-groups where applicable and keeping abreast of new developments and the dissemination of associated key information to colleagues.

## **Job Description and Person Specification – MI Systems Developer**

- Lead in the implementation of new system installations, ensuring that systems have gone through the Information Governance process and any MI system links are automated where possible.
- Monitor back-up systems covering the last 7 working days of data to enable effective data recovery in the event of a system failure or data-loss that might be associated with a significant event or systems-related disaster.
- Develop and maintain functional and technical documentation within the scope of this role, including comprehensive change log, procedural documentation of all management reports and data flow diagrams.
- Work proactively with information systems users to develop methods, processes and procedures for the capture and maintenance of learner data in order to enhance quality and increase operational efficiency. Ensure that information is robust and meets audit requirements.

### ➤ **Reporting & Data**

- Lead on the development and maintenance of the Group's data warehouse, working with the MI System and Business Intelligence Team to ensure that all key indicators are integrated.
- Work with the MI Systems and Business Intelligence Team to create a centralised and functioning data dashboard that presents accessible, usable operational reports and management information.
- Work with the MI Systems and Business Intelligence Team to monitor and manage the production of and demand for ad hoc reports.
- Work with the Head of MI Systems and Business Intelligence to create an automated set of procedures that will validate and update the student record system data to ensure reliability and compliance.

### ➤ **General**

- Ensure that the Group management information projects operate within the College's GDPR Policy and ensure compliance in relation to the collection use, storage and disposal of personal and /or sensitive data.
- To undertake risk assessments and comply with the college's risk management audit requirements.
- Be committed to personal professional/vocational development and participate in the Group's appraisal process and training and development activities as required.

## **Job Description and Person Specification – MI Systems Developer**

- To work flexibly, which may include evenings, open days, parents' evenings and possibly weekends.
- To undertake such other duties that may be reasonably required by the Principal commensurate with grade.

### **Safeguarding Children and Vulnerable Adults:**

- The Group is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.
- We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the Group. This is in line with statutory guidance Keeping Children Safe in Education, we expect all staff and volunteers to promote the welfare of children and vulnerable adults within the Group and to share this commitment.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

### **Equality and Diversity:**

- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Group provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, nationality, ethnic origin or disability

### **Health and Safety:**

- To promote health, safety and welfare throughout the Trafford College Group
- To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures

## Job Description and Person Specification – MI Systems Developer

### Review:

- The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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### PERSON SPECIFICATION – MI Systems Developer

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>VALUES AND BEHAVIOURS</b>	<p><b>Be ambitious.</b> We set high expectations and standards for students, colleagues, and our communities, striving for excellence in all that we do.</p> <p><b>Be resilient.</b> We believe that every challenge is an opportunity to learn, develop and become stronger.</p> <p><b>Be collaborative.</b> Work together, support one another, share ideas, and encourage success.</p> <p><b>Be inclusive.</b> We value individual differences and creating an environment where everyone has the same opportunities</p> <p><b>Be respectful.</b> We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.</p>		<p>Application Form</p> <p>Interview</p>
<b>EDUCATION AND QUALIFICATIONS</b>	<p>Educated to Degree level in a relevant subject or equivalent</p> <p>Level 2 Literacy and Numeracy or Competence</p>		<p>Application Form</p>
<b>EXPERIENCE, KNOWLEDGE &amp; SKILLS</b>	<p>Previous experience of SQL including views, functions and stored procedures</p> <p>Previous experience working with MS SQL Server, SSIS and SSRS</p> <p>In-depth understanding of data management, designing business rules and practices relating to the collation, input and use of data</p> <p>Flexible team player who thrives in environments requiring ability</p>	<p>Previous experience working in a college environment</p> <p>Previous experience working with college systems, specifically ProSolution, ProMonitor, ProPortal &amp; 4Cast</p> <p>An awareness of requirements relating to data integrity, legal requirements, and security</p> <p>Previous experience of documenting technical and system models and</p>	<p>Application Form</p>

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	<p>to effectively prioritise and juggle multiple concurrent tasks</p> <p>A commitment to personal professional development</p> <p>A commitment to continuous improvement in the quality of service</p> <p>A commitment to safeguarding and promoting the welfare of children and young people</p> <p>A commitment to Equal Opportunities</p>	<p>specifications</p> <p>Previous experience of upgrading core data management systems with minimal disruption to the business and end users</p>	
<b>PERSONAL CIRCUMSTANCES</b>	Able to travel between Group locations		Interview
<b>EQUALITY, DIVERSITY AND INCLUSION</b>	Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.		Interview
<b>SAFEGUARDING</b>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults		Interview