# strode logo bw

# JOB DESCRIPTION

## Job Title: Data Reporting and Systems Developer

**Responsible to:** Head of MIS

**Job Purpose:** To manage the development and maintenance of the college’s data management systems. These include our primary system for Student Records, alongside integration with other systems such as HR, Finance and workflow systems. The college currently uses Unit-e, ProMonitor for student records and SSRS for reporting on a SQL Server database.

**Key Tasks and Responsibilities:**

1. To manage the support and maintenance of the college’s data management systems.
2. To manage the development and bespoke adaptation of the college’s data management systems so that they can support college data processes.
3. To manage the development of reporting solutions for discrete projects and ad hoc data requests including urgent matters
4. To communicate effectively with colleagues across the college around matters relating to the role
5. To ensure that database management activities for the college’s data management systems are properly carried out in liaison with the IT services team.
6. To ensure appropriate members of the College Information Services team deal with data enquiries and fault requests in a timely manner.
7. To identify issues and work with internal colleagues and external providers to rapidly resolve these
8. To manage user training for data management systems, including the production of user documentation as required.
9. To support the wider team with workload as required at peak times.
10. To comply with the college’s policies and procedures including Health and Safety Legislation, Safeguarding Children and Vulnerable Adults and those covering all aspects of Equality and Diversity
11. To comply with the requirements of the General Data Protection Regulation (EU) 2016/679 (“GDPR”). It is the responsibility of individual staff members to protect data and to take all reasonable steps to ensure data are kept securely.
12. To undertake any other duties appropriate to the post as directed by the College Information Services Manager.

## Person Specification

Candidates should be able to demonstrate the following essential criteria and identify where they also meet the desirable criteria.

## Education/Qualification

# Educated to level 5 standard/or equivalent experience

* Experience of application and report development
* Experience of database management (including query development, scripting and data analysis)

# Excellent general ICT skills with at least one level 5 or higher qualification in an Information Technology or data analysis subject at grade B, or equivalent levels of experience gained through employment

* Excellent working knowledge of Microsoft SQL Server and Microsoft SQL Server Reporting Services (SSRS), with the ability to transfer those skills into maintaining existing .NET technologies.

**Skills/abilities and competencies**

* Excellent communication skills.
* Ability to explain technical details to others in language appropriate to the audience (including students and staff with variable IT skills).
* Demonstrable competence in query and application development.
* Excellent problem solving capabilities.
* Proven track record of producing accurate work under pressure and to tight deadlines.
* Committed to achieving good quality work and agreed performance standards.
* Approaching objectives positively in the face of pressures from a variety of sources.
* Participating with other team members and contributing constructively.
* Ability to work on own initiative and take ownership of tasks.

## Personal Qualities

* Friendly
* Self-motivated
* Accurate
* Flexible (occasional out-of-hours working may be required)
* Enthusiastic

## Desirable Criteria

* Experience of managing projects, preferably dealing with cross organisation issues.
* Educated to Level 5 or better in an information technology or data analysis subject.
* Experience in developing data processing solutions.
* Experience of working with a further education student records system, in particular Unit-E (Capita)

**Terms and Conditions:**

1. This post is for 37 hours per week.
2. The salary is from £29,887-31,503 per annum
3. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure & Barring Service. Further information about the Disclosure scheme can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or by contacting the information line on 0870 90 90 811
4. The post is subject to a six-month probationary period. This is seen as essentially a supportive time however unsatisfactory performance may lead to termination of contract. During the probation period 4 mandatory training units must be undertaken. The training sessions are Safeguarding Children including Prevent, Health and Safety and Equality Diversity & Inclusion. All staff must keep up to date with the document Keeping Children Safe in Education.
5. Holiday entitlement is 29 days per annum.
6. The appointee will be brought automatically into the Local Government Pension Scheme. Contributions are 6.5% of salary.
7. It is a condition of appointment that the salary will be paid directly into a bank or building society account.
8. Sick leave will be in accordance with the procedures laid down by the Strode College Board of Governors.

As an equal opportunities employer, Strode College particularly welcomes applications from those who are disabled or members of ethnic minorities since these groups are at present under-represented on the Strode staff.

Completed application forms should be returned to Carol Corbett, HR Officer, Strode College, [personnel-enquiries@strode-college.ac.uk](mailto:personnel-enquiries@strode-college.ac.uk) by 9.00am Monday 27th September 2021

Successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

