

**JOB DESCRIPTION**

**Job Title: ProSolution Implementation Developer – 1.0 FTE (12 months contract)**

**Reports to: Director of Funding, Data Returns and Policy Advice**

**Direct Reports: None**

Bedford College Group is replacing its current learner management system with the OneAdvanced’s ProSolution system. The Group is seeking an experienced management information systems professional to act as implementation manager.

The successful applicant will have strong technical skills with regard to enterprise-level data systems and a detailed understanding of the information needs of complex educational establishments. The appointee will also be required to play a significant hands-on role in the delivery of the project and must have proven skills in configuring complex data systems.

**Overall Responsibilities:**

* To be responsible for the technical aspects of implementing ProSolution.
* To develop complex SQL queries and reports.
* To develop workflows, imports/exports using the task manager module.
* To train and up skill the College’s MIS team in all technical aspects of ProSolution.

**Main Duties:**

1. To make a significant contribution to the technical work required to install, configure and populate the new system including the development of complex views, queries and reports.
2. To liaise with stakeholders across the Group to agree the specification of reports.
3. To develop identified reports to specification and within agreed project timescales.
4. To liaise with stakeholders across the Group to agree the specification of any customisations such as screen set up/layouts, workflows and scheduled import/export tasks.
5. To implement workflows, scheduled imports/exports and screen set up/layouts to specification and within agreed project timescales.
6. To ensure the Group’s MIS team are equipped with detailed knowledge of the system in order for them to be able to operate the system by the end of the implementation period.
7. To provide the Project Manager, Director or Project Steering Group with progress updates.
8. To report and escalate to the Director or Project Steering Group as needed.
9. To undertake other associated duties allocated by the Director of Funding, Data Returns and Policy Advice or Director of ILT or delegated staff.

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity**

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

* **Health and Safety**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development**

To participate proactively in training and development including qualification development required in the job role.

**Date prepared October 2020**



# PERSON SPECIFICATION

**Job Title: ProSolution Implementation Developer**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * HND or equivalent in a Science, Technology, Engineering or Mathematics subject * English and mathematics or similar at GCSE grade A\*-C or equivalent | * Degree or equivalent in a Science, Technology, Engineering or Mathematics subject * Safeguarding training * Equality and diversity training |
| **Knowledge/ Experience** | * Proven experience of high-level administration of MIS systems in a complex educational environment of significant scale * Substantial understanding of the OneAdvanced’s ProSolution system * Knowledge and understanding of Relational Database Systems with strong SQL skills * Solid organizational skills including attention to detail and multitasking skills through working experience * Proven ability to work calmly and effectively over periods of high workload and/or customer demand * Proven ability to meet deadlines * Evidence of high performance in previous roles/jobs * Strong working knowledge of Microsoft Office * Knowledge of data protection legislation and experience of working with confidential documentation and information * Experience of working effectively with people from diverse backgrounds * Evidence of understanding how to promote equality and diversity within the job role | * Substantial experience of high-level administration of MIS systems in a complex educational environment of significant scale * Thorough understanding of the OneAdvanced’s ProSolution system  1. Substantial knowledge of the data and reporting requirements of large FE institutions 2. Experience of working effectively in a customer focussed environment |
| **Skills/Abilities** | 1. Ability to liaise with managers and stakeholders to identify needs and negotiate deliverables 2. Ability to lead training and skills-development programmes 3. Ability to work in line with our Values of   Student Focus  High Performance  Respect, Openness, Honesty  and explain how this relates to the job role   1. Ability to produce clear written reports, guides and procedures 2. Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution 3. Ability to promote our excellent reputation and carry out our business appropriately and professionally at all times 4. Ability to communicate effectively and confidently face to face, on the telephone and in writing | 1. Excellent client-facing and internal communication skills |

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| **Special Requirements** | * Willingness to continually update skills and knowledge * Willingness to take responsibility for own professional development * Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns  1. Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults 2. Flexible approach to work and working times 3. Willingness to travel to and work at all locations where we provide a service 4. Awareness of health and safety requirements relevant to the job |  |

**Date prepared October 2020**