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| **JOB DESCRIPTION** | **T:\Administration\SHC-Logo-Long-RGB.png** |

**POST : Systems Developer and Report Writer**

**SALARY : PO2**

**RESPONSIBLE TO : Vice Principal**

**RESPONSIBLE FOR : N/A**

The Governors of the College expect all employees to be fully committed to the College’s Equal Opportunities & Health & Safety Policies & accept personal responsibility for practical application. All employees are required to comply with & promote these policies & to ensure that discrimination & danger is eliminated within the service to staff, the students, their parents & carers.

**Job Purpose**

To transform data into meaningful and useful business intelligence through the development of key performance reports using Pro-metrix software. Develop MIS systems, and interfaces for all levels of management and staff to use in their roles for their teams to achieve strategic priorities.

**Main Tasks and Responsibilities:**

**1. In common with all other staff:**

1.1 To support the College’s mission, vision & strategic objectives.

1.2 To implement the College’s equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.

1.3 To participate in continuing professional development.

1.4 To implement the College’s health & safety policies & practices.

**2. In common with all support staff:**

2.1 Participate in college-wide projects & tasks.

2.2 To work collaboratively to meet the specific needs of workload peaks.

2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the College, & work outside of regular daytime hours.

 **3. In common with all MIS Staff:**

3.1 As part of the MIS team, take part in college development projects, this involves working with colleagues on project implementation teams & liaison with other college & external service teams.

3.2 Attend & contribute to team meetings & briefings & support & supervision sessions.

3.3 Consult & feedback to colleagues & students as necessary, passing on appropriate information to other team members.

3.4 Other duties as reasonably required by the Senior Leadership Team.

3.5 Participate in the annual cycle of CPD and contribute to the processes for self-review and evaluation, Service Area Operating Plans & College Institutional Development Plans.

3.6 Supervise agency staff, trainees and students on work experience.

**4. Duties and Responsibilities**

**Particular to the post:**

4.1 To enhance and streamline existing information systems and management reports to meet the college’s key business information requirements.

4.2 To take the lead in developing and maintaining an internal reporting service, including the college’s ‘data dashboard’, presenting highly accurate data to meet the user’s needs.

4.3 Work innovatively keeping abreast of latest technologies relevant to the role as well as to cultivate long-term strategic goals for MIS reports in conjunction with end users, managers, and other stakeholders

4.4 Maintain the importing, linking and exporting of data integration across various systems.

4.5 To maintain and closely monitor the accuracy and credibility of the data used for business intelligence.

4.6 Develop reporting tools to extract and present data from applications as required.

4.7 Identify opportunities and develop integration of the MIS Reporting systems with other College systems wherever suitable.

4.8 Develop, design and test new reports and applications, in conjunction with other internal teams and external vendors, in order to meet the business needs of the College

4.9 Develop and maintain MIS standards and procedures to demonstrate that the reporting specifications and designs required are being met.

**5. Additional Information - Working Arrangements**

5.1 Hours of work: 35 hours per week - all year round. Routine fixed daily start & finish times between 08:00 & 18:00 by agreement. Under exceptional circumstances, e.g. alterations in the College’s pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

5.2 Given the nature of the institutions core activities, there are occasions when staff may be asked to work later for meetings, events, open days & the like. These hours to be negotiated with individual staff & time of in lieu / additional payments agreed in advance of such occasions.

5.3 Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

**Safeguarding**

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities.  Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks.

**Review**

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

**PERSON SPECIFICATION**

 **POST TITLE**: **Systems Developer and Report Writer**

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| **Requirement** | **Essential** | Desirable | **Proposed****Selection****Method\*** |
| **Experience** |
| High level of competence in the use of MIS software within a Further Education College environment | **YES**  |  | **AF/I** |
| **Qualifications** |
| Relevant degree or equivalent professional qualification or substantial experience in a similar role | **YES**  |  | **AF/C** |
| GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period Knowledge | **YES**  |  | **AF/C** |
| **Specialist Knowledge** |
| Detailed working knowledge of current funding rules and methodologies |  | **YES** | **AF/I** |
| Knowledge and understanding of SQL Server database technology | **YES** |  | **AF/I/T** |
| Working knowledge of the Pro suites, Solution, monitor, portal and metrix | **YES** |  | **AF/I/T** |
| Report writing using SSRS or Report Builder Competencies | **YES** |  | **AF/I/T** |
| **Evidence of** |
| Presenting and manipulating data using Microsoft Excel | **YES** |  | **AF/I/T** |
| Supporting MIS systems | **YES** |  | **AF/I/T** |
| Prioritising work and meet deadlines | **YES** |  | **AF/I** |
| To think and act effectively and have a creative approach to problem solving | **YES** |  | **AF/I** |
| Able and willing to provide training to non-technical users of systems | **YES** |  | **AF/I** |
| A willingness to work flexibly and outside of normal office hours if required  | **YES** |  | **AF/I** |
| Able and willing to work with minimum supervision, and to demonstrate initiative | **YES** |  | **AF/I** |

AF=Application Form I=Interview T=Test C=Certificate