CITY OF GLASGOW COLLEGE

POST DESCRIPTION AND PERSON SPECIFICATION

POST	SYSTEMS DEVELOPER
SALARY	£24,722 - £27,456
HOURS OF DUTY	35 Hours per Week
LOCATION	TO BE ADVISED
REPORTING TO	Information and Systems Development Manager
RESPONSIBLE FOR	N/A

KEY RESPONSIBILITIES

1. To assist in the design, development, maintenance and support of the planned cross-College information systems portal Connected/Enquirer.

KEY ROLES

1. Liaise effectively with the Systems Administrators to ensure that a coherent approach to system development and system maintenance is assured.
2. Liaise and communicate with College staff at all levels, in particular to support corporate and core systems like HR, Finance, Unite, Timetabling and Bursary, in order to facilitate the availability of a self service portal facility.
3. Support the development and maintenance of web based software solutions to deliver College information systems to user desktops as required.
4. Develop the corporate bespoke portals Enquirer/Connected, Oasis and Enrolme, and contribute to the design and development of other systems as required.
5. Attend and contribute to regular IT projects, and participate in all progress monitoring and planning meetings.
6. Assist in the delivery of self service business solutions to facilitate the delivery of core college services to staff and students.
7. Manage the core web-based delivery tool and content management system Drupal.
8. Support users in deploying content updates through Drupal training, support and development.
9. Liaise with various staff at all levels to ensure that their knowledge and understanding of the content management system is effective.
10. Develop bespoke self service web-based business applications as required.

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11. Facilitate the integration of various databases and present the information in a usable format to all staff and student users.
12. Help develop various self service facilities to ensure that college staff and students receive the correct level of authenticated access to data and management reports.
13. Participate in project teams as required.
14. Update all internal communication systems including college website, college intranet, and college information displays.
15. Support the development of a single interface to all data systems while ensuring that data security requirements and data protection rules are appropriately applied and strictly followed.
16. Develop appropriate documentation and suitable training materials, and participate in staff development and staff information sessions.

GENERAL

1. Implement and promote College policies, particularly those relating to safeguarding and equality & diversity in all aspects of College operations.

2. To implement Health and Safety and security measures in accordance with statutory and College requirements.

3. Be a role model supporting College values and corporate management.

4. Actively develop oneself through staff development and training activities and to review their personal performance and the performance of those who are responsible to them.

5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.

Every Post Description will be subject to review;

1. **Within six months of appointment**

2. **Thereafter, on an annual basis**

3. **As a result of agreed staff development / personal development needs**

4. **As a result of team / operational requirements or strategy changes.**

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This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MANAGER SIGNATURE	
DATE COMPILED	
EXECUTIVE AUTHORISATION	

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PERSON SPECIFICATION

JOB TITLE		FACULTY/ SECTION	
SYSTEMS DEVELOPER		INFORMATION TECHNOLOGIES	

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
Qualifications and Training	HND in Computing or other relevant qualification or demonstrable in a systems development environment		- Application - Interview - Reference - Career Review
	Evidence of continuous professional development.		- Application - Interview - Reference - Career Review
Occupational Experience	Previous experience of working within a Systems Developer role.		- Application - Interview - Reference - Career Review
	Previous experience of PHP or equivalent programming languages.		- Application - Interview - Reference
	Understanding and experience with MySQL, Oracle, MS-SQL databases		- Application - Interview - Reference
		Knowledge of Drupal, with an understanding of Drupal development best practices or similar CMS	- Application - Interview - Reference

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FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
		Experience of using Git or similar	• Application • Interview • Reference
		Experience of HTML CSS and website design, responsive design	• Application • Interview • Reference
		Experience of using JavaScript frameworks and libraries	• Application • Interview • Reference
Personal qualities and competencies	Good communication, liaison and networking skills.		• Application • Interview • Reference
	Excellent IT skills, with a working knowledge of MS Office, Word, Excel and Databases.		• Application • Interview • Reference
	Good written and verbal communication skills.		• Application • Interview • Reference
	Ability to manage conflicting priorities and meet deadlines to the satisfaction of all parties.		• Application • Interview • Reference

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