

# Job Description

## Position Details

<b>Job Title</b>	Senior Systems Analyst and Developer
<b>Grade</b>	H
<b>Department</b>	Management Information Systems (MIS)
<b>Name of Job Holder</b>	
<b>Line Manager JobTitle</b>	Head of MIS

## Job Purpose

To lead on developing system solutions, principally in the Tribal SITS system including eVision, to improve business processes and operational efficiency in University student record management. Use strong system development and business analyst techniques and skills to identify and assess business needs to offer practical and efficient system development solutions.

Demonstrate strategic awareness in prioritising workload and provide operational direction and technical expertise in the ongoing support and continual growth of SITS/eVision functionality. To provide business partner support for business areas and users, to improve data integrity and engender relational database best practice.

## Main Responsibilities

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1.	Lead on developing system solutions, mainly SITS/eVision, in collaboration with business users, and using technical skills and best practices.
2.	Understand, develop and adhere to SITS/eVision coding strategies, and programming language definitions.
4.	Using business analyst skills, such as requirements gathering, mapping business processes, proactively define and lead on the (re)engineering of business processes; ensuring operational efficiency is improved.
5.	Participate, in collaboration with business partners of the operational planning of development projects and tasks, in line with the Strategic Plan of the University.
6.	Review and test new functionality in SITS as released through Projects, upgrades and software updates, providing support through user acceptance testing, and project release implementation
7.	Collaborate with the ITS team to assist in the development and maintenance of interfaces, including data mapping and data cleansing.
8.	Support business users in the use of the systems. Be familiar with the use of the Tribal helpdesk system and forums to seek help in solving software issues. To

	produce system documentation in accordance with MIS team and University standards.
9.	Ensure that the University's needs are represented through engagement with the SITS community through events (e.g. annual conference, Regional User Groups, Special Interest Groups) and forums. Ascertain where enhancements can be made to current business processes as a result of upgrades and new implementations.
10.	Co-work with other members of the MIS Team, as required, participating in knowledge and experience sharing. Engender good working relationships with key stakeholders within the University according to the work being undertaken.
11.	Undertake any other duties as appropriate within their competence as required by the Head of MIS. This may include acting as the representative of the Head of MIS in meetings and communications about the Student Records System.

# Person Specification

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## Person Requirements

Job Requirements	Assessment Criteria			
	<i>(E)ssential (D)esirable</i>	<i>(A)pplication</i>	<i>(I)nterview</i>	<i>(T)est or (P)resentation</i>
<b>QUALIFICATIONS &amp; TRAINING</b>				
Graduate Level education, or equivalent qualification or experience	E	A		
Working in a Higher Education role (or similar)	D	A		
<b>EXPERIENCE</b>				
Experience as a SITS/eVision developer and/or supporting SITS/eVision	E	A		
Experience of developing student records systems in a HE environment	E	A		
Experience using Business Analyst techniques, working across multiple departments	E	A		
Previous experience of working with databases, e.g. data entry, retrieval, running of reports.	E	A		
Experience of working in a formal project environment	D	A		
Experience in producing training materials and process documentation.	D	A		
<b>KNOWLEDGE, SKILLS &amp; COMPETENCIES</b>				
Experience of writing or understanding SRL Syntax	E	A	I	T
Experience with Tasking and Vistas	D	A	I	

Knowledge in the use of SQL, HTML, CSS and JavaScript	D	A	I	
Working knowledge of Microsoft Office.	D	A	I	
Knowledge of relational databases	E	A	I	
Knowledge of how a student records system can support business requirements	E	A	I	
Able to demonstrate excellent organizational and time management skills.	E	A	I	
Ability to work towards deadlines and set targets.	E	A	I	
Knowledge of user role group administration within a student information system	D	A	I	
Knowledge of the student lifecycle in HE	D	A	I	
Knowledge of data protection and freedom of information policies.	D	A	I	
Knowledge of PowerPoint and Visio.	D	A	I	
Excellent command of the English language; must have good grammatical knowledge and accurate spelling skills	E	A	I	
<b>GENERAL ATTRIBUTES &amp; PERSONAL QUALITIES</b>				
Ability to document processes effectively.	E	A	I	
Willingness to undertake training and development to increase skill base.	E	A	I	
Excellent interpersonal skills, with the ability to establish rapport and liaise effectively with consultants, students and staff.	E	A	I	
Ability to prioritise own and others' workload and work effectively without supervision to meet personal and team objectives and University strategy	E		I	
Ability to solve problems, both as a member of the team and working individually	E		I	
Ability to develop skills of others through knowledge sharing and mentoring	D		I	
<b>OTHER / SPECIAL REQUIREMENTS</b>				