**JOB SPECIFICATION**

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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| MIS Software Developer | IT & MIS |
| **SALARY** | **BENEFITS** |
| £26,808 - £31,536 per annum, relating to qualifications and experience | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Director of IT & MIS | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The College is embarking on a period of change and is likely to be replacing most of its key information systems over the next several years.  This role is to be part of a team of specialists who maintain and enhance both the business and academic information systems to support the College’s strategic and operational goals  The role holder will support the current data infrastructure systems (Unit-e, Pro Monitor, OneFile, Canvas, Source Intranet, BKSB), cloud applications and in-house developed systems.  The role holder will play a significant part in the selection, configuration and deployment of modern best of breed solutions that will support the Colleges data and information strategies. | |
| **DUTIES** | |
| * Be pro-active in researching and supporting new and emerging IT developments * Planning and managing ICT projects from introducing new IT solutions to enhancing existing ones. * To actively contribute to the IT & MIS operational planning, self-assessment and the measurement of Key Performance indicators to support the achievement of the College’s strategic objectives. * Continuously review systems and processes falling within the area of responsibility in order to ensure they are customer focussed and fit for purpose. * Ensure that service delivery requirements are included in all IT developments from the earliest stages – including risk management and business continuity | |
| The maintenance and development of the College MIS (currently Unit-e)  The development of reports, gathering data/statistics from the MIS and other key systems in college.  To design and implement new Microsoft SQL Server reports.  To design and implement data dashboards | |
| * Maintenance of accurate records for the service desk recording compliance incidents, requests for support and requests for change. * Provision of 3rd line support and change management documentation. * Manage your personal development, in conjunction with your line manager, to meet your aspirations and the team’s capability targets. * To maximise effective use of time and personal ability. * To work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. * To participate in staff review and development in line with College needs. * Any other duties that may reasonably be required by Line Management and the Principal. | |
| **Expected Standards**  All tasks to be completed in accordance with agreed College processes, procedures and service level agreements | |
| **There are things that we are all accountable for, whatever your role, these include:**   * Embedding safeguarding into your working practices and escalating any safeguarding concerns immediately in line with the College’s safeguarding policy. * Embedding Health and Safety best practices and ensuring a safe working environment for everyone within your area of responsibility, according to the Health and Safety at Work Act. * Being a champion and advocate for Equality and Diversity throughout College. * Behaving in a manner that displays British values. * Being committed to reviews of your performance and your own Continuous Professional Development. | |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |

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| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Level 5 qualification, or evidence of substantial professional practice at a similar level  Level 3 qualification in a related discipline.  GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A/I) |  |
| ***General Intelligence*** | |
| Good working knowledge of English spelling and grammar (A/I)  Logical, clear thinker (I)  Numerate (A/I) |  |
| ***Special Aptitudes*** | |
| * Proven ability to use interpret business requirements and business analyst techniques to develop an appropriate solution. * Significant understanding of languages, C#, .Net. * Detailed knowledge of RDBMS, SQL Server, Management Studio * Understanding of the Microsoft low-code application suite (e.g. Power Apps, Power BI, Power Automate/Flow). * Ability to use SQL, HTML, CSS and JavaScript * Understanding of development tools and code repositories (GitHub), IDEs (Visual Studio), Frameworks (.Net Core, MVC) * Understanding of analysis and design methodologies (UML, Agile) * Understanding of the student lifecycle in UK HE | * Significant experience in a similar environment/industry, preferably within an educational establishment. * Practical experience of using one or more of the leading SRMS systems in the FEI environments (ESS Unit-e, OneAdvanced ProSolution or Tribal EBS) * Practical experience of working with Microsoft SQL based computer systems and large relational databases. * Substantial knowledge of Microsoft SQL Server * Knowledge of VLE systems, ideally Canvas * Delivery of operational systems or new project developments * Experience of utilising a range of systems management tools to optimise service delivery * Technical knowledge suitable to provide guidance, direction and support to staff in a wide range of circumstances. * Ability to prepare detailed management reports and plans as required * Preparation of business cases * Provide guidance to other members of the IT & MIS team |
| ***Interests*** | |
| An interest in technology and how it is applied in the workplace (A/I) | Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Occasional evenings and weekend working when required.  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| MIS & Software Developer | MIS & IT |
| **SALARY** | HOURS OF WORK |
| £26,808 to £31,536 per annum,  relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2022)  (based on actual NOT FTE)  Contribution rate %  Up to £15,000 5.5%  £15,001 to £23,600 5.8%  £23,601 to £38,300 6.5%  £38,301 to £48,500 6.8%  £48,501 to £67,900 8.5%  £67,901 to £96,200 9.9%  £96,201 to £113,400 10.5%  £113,401 to £170,100 11.4%  £170,101 or more 12.5%  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |