

JOB DESCRIPTION

Vacancy Reference:	50149
Job Title:	Senior Systems Development Administrator
Institute / Department:	IT Service Delivery
Grade / Salary:	Grade 5 / £26,715 - £30,046 per annum
Hours / FTE:	Full Time (37 hours, 1.0 FTE)
Contract type:	Fixed Term for 2 years
Location:	Swansea or Carmarthen campus base, but should be able and prepared to work at home, and at other locations as necessary
Reporting to:	Executive Systems Development Officer

MAIN PURPOSE OF JOB

Collaborating closely with all the other members of the team utilising 'Agile Scrum' workload planning, the Senior Systems Development Administrator's role is to design, code, test, and analyse software programs and applications, and to assist in the implementation and integration of externally procured applications. Adopting Agile principles, the post holder will be responsible for delivering working software frequently, in continuous delivery cycles. The post holder will take a lead role in software testing, user documentation and updating IT Service Delivery colleagues and key stakeholders on new developments.

MAIN DUTIES

Procurement & Deployment

- Conduct research on emerging application development software products, languages, and standards in support of development and procurement efforts.
- Where necessary, recommend, schedule, and perform software improvements and upgrades

Operational

- Run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.
- Write user guides and train end users to operate new or modified programs where appropriate.
- Provide updates and training on new developments to IT Service Delivery colleagues and key stakeholders.
- Consistently design, code, test, and analyse software programs, delivering working software frequently, in continuous delivery cycles, adhering to internal coding standards.
- Ensure quality control when delivering software increments, using our 'definition of done' to ensure usability, responsiveness, accessibility and bilingualism.
- Liaise with colleagues and stakeholders to capture emerging requirements and define targeted software solutions for them.
- Understand Minimum Viable Product (MVP) and use it to define software increments.
- Assist in the implementation and integration of externally procured applications.
- Adopt our workload management interface, create backlog items and tasks associated with your developments, and keep progress up to date.
- Attend daily scrum meeting, and periodic sprint review, retrospective, and planning meetings.
- Generate statistics and prepare and write reports for management and/or team members on the status of the programming process.
- Ensure all work is carried out and documented and tested in accordance with the University's standards, methods and procedures.

- Liaise with system engineers and other system developers in resolving problems with software products or University software systems.
- Install software products for end users as required.

GENERAL DUTIES

- Fulfill all relevant Health and Safety responsibilities
- Adhere to all relevant University policies and procedures
- Adapt to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development
- Support and promote the University's sustainability commitment and carry out duties in an ethical and responsible manner
- Operate within the University's agreed Welsh Language Standards

NB This Job Description currently applies but duties may be allocated from time to time, which are appropriate to the grade and post and which are not of a substantial ongoing nature to affect the grading of the post.

PERSON SPECIFICATION

The Person Specification focuses on the qualifications, experience, knowledge, skills and competencies required to undertake the role effectively. **You will need to evidence how you meet these requirements in your application, providing explicit examples.**

	Essential	Desirable
Qualifications		5) Degree in a computer related discipline 6) Accreditation in specific technology areas or another equivalent award
Experience, Knowledge, Skills and Competencies	1) Previous experience of software development 2) Ability to provide high quality software systems testing 3) Knowledge of SQL and other programming languages 4) Knowledge of applicable data privacy practices and laws	7) Knowledge of Microsoft .NET programming 8) Knowledge of Tribal SITS student record system and SRL programming 9) Evidence of stakeholder engagement to capture requirements and define targeted software solutions 10) Experience in Agile Scrum workload management
Welsh Language		11) Ability to communicate through the medium of Welsh – oral and written