JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE
IT Systems Developer

RESPONSIBLE TO
IT Manager

Background Information

Information Technology is a key element of the infrastructure of the College, supporting around 1000 students, 160 Fellows, and 150 admin staff, and conference delegates between two Colleges. The Colleges IT infrastructure consists of approximately 10 physical Servers, running 25 virtual servers, 2 SANs, 2 NAS drives, 70 network switches, 300 Wireless points, 20 Multifunction copiers, and 50 printers. The Colleges uses a wide range of bespoke software applications and systems, to support its day to day running, conference and alumni activities. The IT team comprises of 4 people, responsible for all aspects of IT support on the above, as well as providing a wide range of in-house development.

The IT Systems Developer is a new position shared equally between the Colleges that will reports to the IT Manager (which is also a shared role) who reports to the College Steward/Bursar, and is advised by the IT Committees of both Colleges. The IT Committees report to the College Council (or Finance Committee for budget approval).

Duties and responsibilities

- Website and database development, across a range of technologies, primarily PHP, Microsoft SQL Server and MySQL.
- Providing support and development to a wide range of in-house bespoke PHP applications and commercial systems with a focus on robust, secure, scalable software and systems design.
- Providing business process analysis across the Colleges, and providing innovative and cost effective solutions to meet the academic and business needs of the Colleges.
- Maintaining content on the Colleges websites and intranets.
- Providing training and documentation, both within the department and to other members of the Colleges as required.
- Providing input into the IT strategy for the Colleges in conjunction with the IT Committees, and working to ensure the objectives set out are delivered.
- Ensuring and maintaining IT security throughout the Colleges.
- Provide occasional IT user support and systems administration as part of the IT department, in conjunction with the IT team.
- Keep up to date with new technology and developments within the colleges and wider University.
- Complying with the College’s Health and Safety policies.
- Any other duties as deemed appropriate by the IT Manager and IT Committees.

Essential

- Proficient in the development of web based applications using PHP.
- An organised approach to tasks and the ability to work both in a team and individually.
The ability to listen and communicate with users at all levels of technical proficiency.
A pro-active approach and excellent problem solving skills.
An understanding of and a commitment to the correct handling of data and information.
Have experience of or understand the needs of a customer focussed support environment.
A wide range of IT skills including database development / web development and maintenance.
Proficient with SQL Query writing, data mapping and data flow analysis.
Flexibility to adapt to new ideas.

Desirable

- A sound understanding of system level software including MS Windows Desktop and Server Operating Systems, Mac OS, Linux, Drupal, Apache, MSSQL.
- Previous experience working in IT support, in an academic environment.
- Industry recognised certification such as Zend PHP Certification or Information Technology related degree or equivalent