Job Description

Job Title	Solutions Developer
School/Service/Institute	Digital Services
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 6
FTE/Hours	1.0 FTE

Job Purpose
The Digital Solutions team within Digital Services is responsible for the implementation/delivery and support of information technology solutions (e.g., Applications, Mobile Apps, Bots, AI) in line with university requirements, ensuring that we deliver: • Empowering, innovative, user-centric solutions. • Creative and daring proposals making use of modern and emerging technology. • Solutions that are secure, robust and reliable. The Solutions Developer is responsible for the following: • Development and integrating software solutions across a variety of platforms including SITS, web applications and mobile apps. • Assisting with the design and specification of software solutions that meet business requirements. • Growing and developing their personal skills and knowledge of development. • Ensuring that technology developed internally and externally meets or exceeds expectations.

Relationships	
Reporting to:	Digital Solutions Manager
Responsible for:	No line management responsibility
Key working relationships:	Other staff in Digital Services and the wider University as required

Main Activities

- Assisting with the design, development and maintenance of digital solutions across the following domains – web development, mobile app development, student records system development, software integration.

- Participate in development scrums.

- Ensure in-house solutions meet or exceed agreed business requirements and user expectations.

- Create and maintain solution documentation to the required standards.

- Work closely with teams within Service Delivery to transition new services into the 'live' environment, ensuring that they are supportable and reliable.

- Growing and expanding their knowledge of development and integration.

- Resolving problems and issues within the team – liaising with different departments or third-party suppliers where necessary.

- The postholder may be required to participate in a rota to provide IT on-call cover to maintain business critical systems during weekdays or weekends. A payment for each evening, weekend and bank holiday sessions will be made.

- Working alone on simple systems or with colleagues on more complex systems, produces outline system specifications covering for example: objectives, scope, constraints (such as performance, resources etc.), hardware, network and software environments, main system functions and information flows, data load and implementation strategies, phasing of development, requirements not met, and alternatives considered.

- Working alone on moderately complex systems and modifications to existing systems, or with colleagues on larger or more complex systems, specifies user/system interfaces, including for example: menus, screen dialogues, inputs, reports, validation and error correction procedures, processing rules, access, security and audit controls, recovery routines and contingency procedures.

- Documents all work using required standards, methods and tools, including prototyping tools where appropriate. Produces logical system designs showing for example: processes, objects, data flows, inputs, stored data and outputs. Identifies common processes.

- Working with database design or database administration colleagues where appropriate, translates object and data models into appropriate DB schemas within design constraints.

- Constructs, interprets and executes test plans to verify correct operation of completed systems.

- To undertake appropriate professional development and mandatory training

activities as identified or required (See Professional Development section).

- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- To undertake other such responsibilities as may reasonably be required.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

The postholder may be required to undertake planned IT out-of-hours support activities, up to 4 hours / month on Saturday or Sunday, and up to 4 hours / month during the evening (Monday to Friday). The postholder will be entitled to time-off-in-lieu, to be recorded on a flexi-sheet and agreed in advance with their manager. A minimum of 4 weeks advance notification will usually be provided, although there may be some exceptions due to 'emergency' requirements.

If, in exceptional circumstances, additional hours of evening/weekend work are required in any month, time-off- in-lieu or overtime would apply in accordance with the University Remuneration Policy.

The postholder may be required to participate in a rota to provide IT on-call cover to maintain business critical systems. The times covered by the support rota will be:
Monday – Friday, 5.00pm - 10.00pm
Saturday/Sunday/Bank Holidays* 9.00am – 5.00pm
Monday – Friday 5.00pm - 10.00pm
*Excluding Easter Sunday, Christmas Day,
Boxing Day and New Year's Day

A payment for each evening, weekend and bank holiday 'session' will be made.

In addition to the above, the postholder will be compensated for any time spent handling unplanned activities by either time-off-in-lieu or overtime at the appropriate rate for their grade. Expenses claims for journeys into work to investigate unplanned out-of-hours problems will be paid in accordance the University Expenses Policy. However, in the event that there is a change in University policy, these payments cannot be guaranteed in the future.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual

Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage applicants to apply on-line at our website http://jobs.staffs.ac.uk as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.