

JOB PROFILE	
POST TITLE:	Data Developer
POST GRADE:	Band E
RESPONSIBLE TO:	Information Technology Manager

1.	KEY OBJECTIVES
	<i>General Tasks</i>
1.1	Assist other team members as required in line with own level of responsibility
1.2	Carry out a range of administrative tasks and be able to provide cover for other team members where required
1.3	Provides significant input into projects as required, including research of best practice and the development of proposals for consideration
1.4	Abstract, analyse and manage complex data from areas IT systems
1.5	Support the area Lead or Manager in preparing for audits by ensuring all information and documentation is readily available
1.6	To be aware of and comply and contribute to Equality and Diversity, Prevent Strategy and the Safeguarding and promoting welfare of children and vulnerable adults, in line with up to date legislation
1.7	To be a good ambassador for the college, supporting promotional and recruitment events as required (eg open evenings, school visits etc)
	<i>Specific Tasks</i>
1.8	Produce complex SQL data queries and reports to assist senior management decisions
1.9	Build Dashboards based on college data to help all staff understand the college data
1.10	Abstract, analyse and manage complex data from areas IT systems to inform area decisions
1.11	Lead on the extraction, transformation, loading and processing of key college data using tools such as, the data warehouse including the development of business intelligence through SSIS, SASS and SSRS to provide accurate and timely reporting through Metrix and other college reporting systems.
1.12	Ensure all key college systems are integrated in the colleges data warehouse, including where relevant, web services
1.13	To take a role in the operation, maintenance and monitoring of college computer systems including file maintenance, back up routines and account maintenance
1.14	Maintain relevant computer systems records
1.15	Apply and encourage good safety practices and ensure clean working environments at all times
1.16	With guidance from Information Technology Manager and Learning Resource Manager help in the development of shared IT learning platforms

1.17	Provide Tier 2 support for IT problems and support Tier 1 staff
1.18	Assist in the monitoring and implementation of computer system security to prevent unauthorised access and inform the Information Technology Manager of any breaches
1.19	Lead on and manage the design, delivery and evaluation of college reporting systems, promoting their use college wide
1.20	Maintain and develop suitable processes to assess and review the effectiveness of the colleges reporting and student tracking systems, managing their implementation as appropriate so that they consistently lead to quality improvement, and are adapted to keep in line with both internal and external imperatives
1.21	Support the Quality Manager on setting quality standards for assessment, target setting, feedback and progress monitoring, ensuring these are well communicated, understood and implemented across curriculum including the use of tools such as the DFE Ready Reckoner
1.22	To lead on the development and implementation of the college's student tracking systems (i.e. ProMonitor, ProPortal etc.)
1.23	To undertake any other appropriate duties as required by the IT Manager
2	KEY RESPONSIBILITIES
2.1	Maintain and develop the college databases and associated systems
2.2	Maintain college GDPR compliance including Subject access requests, data retention purges and supporting colleagues in filling out DPIA forms
2.3	Provide a dynamic business intelligence environment making effective use of Integration Services, Analysis Services, Reporting Services, Power BI and any other reporting tools as appropriate
2.4	Effectively responding to requests to support the college staff, students & guests including regular checks of the helpdesk for appropriate tier jobs
2.5	Develop College Systems to streamline processes and data access for staff and student use

This job description may be updated and amended through consultation during the Performance Management process

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW THIS IS IDENTIFIED
Qualifications	<ul style="list-style-type: none"> BTEC Higher National Diploma in IT / Computing or equivalent To have or be willing to work towards a Level 2 Literacy and Numeracy qualification 	<ul style="list-style-type: none"> Degree in Computing / Computer science 	<ul style="list-style-type: none"> Application form Certificates Assessments
Knowledge	<ul style="list-style-type: none"> Microsoft Office packages (Word, Excel, Powerpoint) Awareness of Equality and Diversity Suitable to work with children Understanding of relevant legislation Knowledge of Web development including CSS, HTML and Javascript Understanding of data security Microsoft SQL Server & SQL Language Microsoft Power BI Microsoft Power Automate Microsoft Power Apps Microsoft VB dotNet Web Applications 	<ul style="list-style-type: none"> Advanced LAN management Supporting IT systems in an educational environment Delivering training to staff Finance systems Up-to-date knowledge of Virtual Server Environments, Network Storage, LAN & WAN Technologies and associated systems 	<ul style="list-style-type: none"> Application form Certificates References Interview Assessments
Experience	<ul style="list-style-type: none"> Proven experience in an IT service role Comprehensive Microsoft Windows experience Business application installation and support Working within the public or private sector Dealing with confidential issues Experience of developing web systems Managed MS SQL Server systems Experience of developing web systems Microsoft Power BI Microsoft Power Automate Microsoft Power Apps Microsoft VB dotNet Web Applications 	<ul style="list-style-type: none"> Experience team leading 	<ul style="list-style-type: none"> Application form References Interview
Disposition/ Attitude	<ul style="list-style-type: none"> Ability to work as part of a team or on own Awareness of Equality and Diversity Suitable to work with children 'Can do – will do' attitude 	<ul style="list-style-type: none"> Customer focussed Service oriented 	<ul style="list-style-type: none"> Application form References Interview Assessments
Practical and intellectual skills	<ul style="list-style-type: none"> Ability to work under pressure and meet tight deadlines. 		<ul style="list-style-type: none"> Application form References Interview

	<ul style="list-style-type: none">• Problem solving• Good timekeeping		<ul style="list-style-type: none">• Assessments
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