



## JOB DESCRIPTION

Job Title: Software Developer

Department: ICT

Reports To: Head of ICT

Supervises: N/A

Grade: DATE: 20/02/2020

### Purpose of Job:

The software developer role is responsible for the support, maintenance, development, continuity and effective operation of the Wa'Daq system, in addition to in addition to developing XML/JSON interfaces in Wa'Daq based on available data structures.

The role provides access to all system data, which includes learner records, so the holder must be both trustworthy and beyond reproach.

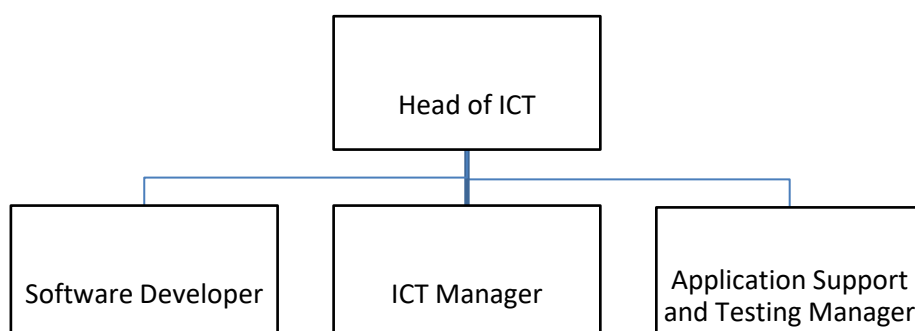
### Dimensions:

Financial: N/A

Staff: N/A

Others: N/A

### Organisation Structure:





## Principal Accountabilities:

Carry out project planning, system architecture, database modelling, requirement analysis, software development, end user testing and deployment for the Wa'Daq system.

Perform ongoing design, administration, development and maintenance of the SQL Server database, carrying out regular checks and database optimisations to ensure optimum performance for users, along with Web server (Internet Information Server) management, configuration and website deployment.

Provide ongoing support for the Wa'Daq system and interfaces, and respond to any issues in a timely manner.

Carry out improvements to the system based on feedback received and approved on ICT Trello boards and ensure that all changes are supported by a change request (approved, where necessary) in the ICT Change Request JIRA.

Create various regulatory reports on an ad-hoc basis.

Attend relevant meetings at Aspire House to provide guidance and training on different modules within the system, or as part of the ICT team.

## GENERAL RESPONSIBILITIES

- Undertake training and development as required by the organisation.
- Demonstrate by actions commitment to organisation's Values.
- Demonstrate by actions commitment to equality, diversity and inclusion.
- Any other duties commensurate with role to support the organisation's business needs.
- To be responsible for their own health and safety.

## Working Relationships and Contacts:

Internal:	-	All VTCT employees who use Wa'Daq Compliance Manager
External:	-	None

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>System analysis, Project Management, System architect design, development, integration and change management of large scale Learning Management System.</li> </ul>	<ul style="list-style-type: none"> <li>Common desktop operating systems (Windows, Mac etc.)</li> <li>Common desktop browsers (IE, Chrome etc.)</li> </ul>
<b>Technical/Work-based Skills</b>  <i>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc</i>	<ul style="list-style-type: none"> <li>Microsoft SQL Server 2008 / 2012 / 2014 / 2016 Admin</li> <li>SQL, Transact-SQL</li> <li>Stored Procedures, Functions, Views</li> <li>ASP.Net / C#, Java Script, AJAX, jQuery, HTML, CSS, XML, PHP</li> <li>Visual Studio 2005, 2008, 2010, 2012, 2013, 2015, 2017</li> <li>Visual Studio online team foundation services for version control</li> <li>Trello (software project management and issue tracking)</li> </ul>	<ul style="list-style-type: none"> <li>Large Scale Database design, data modeling, database backups restore</li> <li>Data migration / import, data cleansing, manipulation and analysis of large datasets using T-SQL Scripts</li> <li>Database and system integration</li> <li>Query optimization, refactoring, performance tuning</li> <li>Internet Information Server (IIS)</li> <li>FTP, FileZilla client and server</li> <li>Software Installation &amp; Configuration</li> </ul>
<b>General Skills/Attributes</b>	<ul style="list-style-type: none"> <li><b>Achieving Results</b> – Be aware of key business objectives, and ensure these are incorporated into all decisions.</li> <li><b>Building Relationships</b> – Able to develop effective relationships with all staff, and be recognised as providing a supporting role.</li> <li><b>Customer Focus (internal &amp; external)</b> – Able to anticipate and understand customer expectations, and ensure customer requirements are met and expectations appropriately managed.</li> <li><b>Communication</b> – Good communication skills suitable for</li> </ul>	<ul style="list-style-type: none"> <li><b>Commercial and Business Awareness</b> – Able to identify business opportunities, and be aware of the associated risks.</li> <li><b>Understanding VTCT</b> – Understands and promotes VTCT strategies, policies and procedures. Aware of how the organisation operates.</li> <li><b>Planning and Organising</b> – Good at determining a course of action by breaking it down into smaller steps and by planning and resourcing each of these, making allowance for potential problems.</li> </ul>



	<p>liaising with departmental staff and senior management.</p> <ul style="list-style-type: none"> <li>• <b>Teamwork</b> – Able to contribute effectively towards the objectives of a team, and be able to share knowledge, ideas and information. Aware of the needs, objectives and constraints of those in other disciplines and functions.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable project experience in large scale learning management systems</li> </ul>	<ul style="list-style-type: none"> <li>• 5+ years with provable experience in large scale learning management systems</li> </ul>
<b>Qualifications</b>  <i>Please state the level of education and professional qualifications and/or specific occupational training required.</i>	<ul style="list-style-type: none"> <li>• Bachelors Degree in Software engineering/system modelling</li> </ul>	<ul style="list-style-type: none"> <li>• Masters Degree in Software engineering/system modelling</li> </ul>



**Job Description Document Confirmation Section**

**Job Title:**

**Department:**

**I confirm that this is a true and accurate reflection of this job**

\_\_\_\_\_  
**JOBHOLDER signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**LINE MANAGER/SUPERVISOR signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**HEAD OF DEPARTMENT signature**  
**(if different from Line Manager)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**Comments/Notes:**



## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Head of Human Resources	February 2019	Updated to new format	Head of Human Resources

## Document Review

Role	Review Status
Head of Human Resources	Document Agreed

## Document Owner

Document Owner	Document shared with
Head of Human Resources	

## Document Sign-off

Role	Sign-off Date
Head of Human Resources	February 2019