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| Job Description and Person Specification (HR5)  Post Number: | | | | | |  | | | | | |
| **Job Description** | | | | | | | | | | | |
| School/  Department: | iSolutions | | | | | | | | | | |
| Post Title: | Professional Specialist in Web & Open Data Systems (Technical Innovation & Developments) | | | | | | | | | | |
| Please enter Level under appropriate Career Pathway | ERE | TAE | | | MSA | | | CAO | | R.Nurse | Clinical | |
|  |  | | | 4 | | |  | |  |  | |
| ERE Category | Academic Posts | | | | | | Non-Academic Posts | | | | |
| Academic  (mixed) | | Research  only | Teaching  only | | | Enterprise | | Education Development | | |
|  |  | |  |  | | |  | |  | | |
| Posts Responsible to (and Level): | | | Technical Innovation and Developments Team Leader – MSA4 | | | | | | | | |
| Posts Responsible for (and Level): | | | No staff management responsibility | | | | | | | | |
| Job Purpose:  To provide innovative web developments and data management solutions in support of the EPSRC national equipment portal project, equipment.data.ac.uk, and University developments, particularly in the area of research support. | | | | | | | | | | | |

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| Key Accountabilities/Primary Responsibilities  *Planning*  To plan technological solutions to meet the needs of research staff and students at the leading edge of their research fields.  To determine the needs of the users in all areas of the University and to determine how best to deploy products in the specialist area to meet the user needs.  To determine the needs of business processes and the needs of planned developments and how best to deploy services to meet those needs.  To advise the Team Leader of the products and resources needed to meet the agreed operational plan and service levels.  To advise the Team Leader on suitable current products within the commercial or open source arena to meet identified needs, to identify gaps that the commercial or open source arena cannot fill and to offer alternative solutions as needed.  To advise the Team Leader on the relevance and suitability of emerging technical and operational standards to iSolutions.  *Operational*  To support the development and delivery of the EPSRC equipment data project.  To deliver projects and innovations in the specialist area.  To implement, configure and maintain specialist software tools, applications, equipment and resources in the specialist area.  To facilitate the integration of products and services in the specialist area with other products and services.  To advise on the specification and the development of appropriate product evaluation and procurement programmes related to the specialist area and to participate in such evaluations and procurements as required.  To assist the Team Leader in creating and delivering a continuous improvement programme for the specialist area.  To provide progress reports to stakeholders and managers.  To support use of the software tools, applications, equipment and/or resources with the provision of documentation, support and training materials as appropriate.  To liaise with suppliers concerning the resolution of reported faults, the adoption of new versions and products and to advise iSolutions on developments being planned by suppliers.  To assist users with the use of products and the resolution of reported problems.  To assist the Team Leader in developing and implementing quality assurance monitoring programmes.  To undertake any other duties as required by the Director of iSolutions. | % Time |
| Internal & External Relationships: (with whom, nature & purpose of relationship)  The post holder will be expected to undertake the duties as part of an integrated team and will be expected to adopt priorities and engage in activities which promote the effective working of the whole team.  The post holder will be expected to liaise with relevant members of the University, with hardware, software and service suppliers as appropriate and with colleagues in other institutions and related organisations.  The post holder will be expected to advise, assist and train technical and non-technical staff from other organisations and produce training materials and systems documentation in matters relating to the specialist area.  It is expected that the duties will be performed in the light of the relevant activities in Higher Education generally. The post holder will be expected to be aware of the activities and initiatives being formulated nationally within the relevant specialist area and will be expected to take part in such activities should they be relevant to and of benefit to the work being undertaken locally. | |
| Special Requirements:  To maintain the relevant level of professional expertise and qualifications to discharge the duties of a professional specialist and to agree with the Team Leader on a relevant professional development programme.  There may be a requirement to travel within the UK to support delivery of the EPSRC project at other UK HEIs.  There may be a requirement to work varying core hours, and on occasion to work outside normal hours, to ensure that service commitments are met. | |

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| **Person Specification** | | | |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, Knowledge and Experience: | Educated to a good standard – Degree, HNC, HND or equivalent  Demonstrable experience in programming and systems analysis in some or all of the following:   * PHP * Web applications * SQL * Database application building * HTML   Ability to produce reports and usable information from diverse data sources/different vendor technologies.  Demonstrable experience of application/service lifecycle development, from concept to solution.  Demonstrable experience of working in a multi-platform environment, including Windows, Linux and OSX.  Awareness of current and emerging web and database technologies. | A degree in computer science or a related/technical discipline.  Demonstrable experience of:   * Open Data * RDF * GIT * JavaScript * XML * MySQL * Apache/Tomcat * Web page design * Securing Systems   Demonstrable experience of a range of web platforms, technologies and databases.  Demonstrable experience of processing and manipulating data  Demonstrable experience of lower-level systems and networking skills.  ITIL or similar quality assurance standard.  PRINCE2 or Agile Certification. | CV and interview |
| Planning and Organising: | Ability to work with others to:   * Agree requirements. * Agree and deliver work packages. * Meet project deadlines. * Comply with application testing procedures. * Produce documentation to required standards. * Comply with release management procedures.   Ability to proactively identify, plan and manage own workload, including fully planning and owning minor technical projects. |  | CV and interview |
| Problem Solving and Initiative: | Strong fault diagnosis and troubleshooting skills with logical and pragmatic thought processes.  Ability to follow problems through to resolution and identify problem areas.  Ability to work to documented standards and procedures.  Ability to identify requirements of users across an extensive user community.  Able to take effective and creative approaches to problem solving.  Confidence to challenge existing work practices and offer ideas.  Methodical, calm and clear thinking under pressure. |  | CV and interview |
| Management and Teamwork: | Ability to contribute to collaborative team/project working.  Ability to work with others towards the resolution of a problem. |  |  |
| Communicating and Influencing: | Excellent verbal and written skills and the ability to:   * describe available technical solutions to end-users * communicate knowledge to technical colleagues * document procedures   Confidence to be a first point of contact for enquiries from colleagues, customers, other institutions or the public.  Confidence to communicate with all levels of the organisation and other external organisations.  A professional, customer orientated approach to service delivery. | To be able to attend and confidently contribute to section and departmental meetings, to plan and present information  Ability to present work to a large audience, or experience of doing so.  Involvement in relevant technical communities, such as through technical blogging, attendance at workshops, or contributing to open projects. | CV and interview |
| Special Requirements: | The post holder may be required to work outside normal office hours to meet the operational needs of the service.  Willingness to travel within the UK to support delivery of projects. | The ideal candidate will have a genuine interest in the specialist area and be keen to further the excellent reputation of the University in this area through participation in conferences, seminars and similar events. | CV and interview |

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**Job Hazard Analysis Form - Appendix to Job and Person Specification**

Please tick **one** of the following statements:

|  |  |
| --- | --- |
| This post is an office-based job with **routine** office hazards e.g. use of VDU (if ticked, no further information needs to be supplied) | **X** |
| This post has **some hazards other than routine office** e.g. more than use of VDU |  |

Please tick all those that apply, and put N/A if not applicable

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| **Environmental Exposures** | **O\*** | **F** | **C** |
| Outside work |  |  |  |
| Extremes of temperature (eg fridge/ furnace) |  |  |  |
| Potential for exposure to body fluids ## |  |  |  |
| Noise (greater than 80 dba - 8 hrs twa) ## |  |  |  |
| Exposure to hazardous substances (eg solvents, liquids, dust, fumes, biohazards). Specify …………………………………………………………. ## |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation. |  |  |  |
| **Equipment/Tools/Machines used** |  |  |  |
| Food Handling ## |  |  |  |
| Driving university vehicles(e.g. car/van/LGV/PCV) ## |  |  |  |
| Use of latex gloves (note: prohibited unless specific clinical necessity) ## |  |  |  |
| Vibrating tools ( e.g. strimmers, hammer drill, lawnmowers) ## |  |  |  |
| **Physical Abilities** |  |  |  |
| Load manual handling. |  |  |  |
| Repetitive Crouching/Kneeling/Stooping |  |  |  |
| Repetitive Pulling/Pushing |  |  |  |
| Repetitive Lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive Climbing i.e. steps, stools, ladders |  |  |  |
| Fine motor grips (e.g. pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **Psychosocial Issues** |  |  |  |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| Shift work/night work/on call duties ## |  |  |  |

**O – Occasionally** (up to 1/3 of time)**; F – Frequently** (up to 2/3 of time)**; C – Constantly** (more than 2/3 of time) ## denotes to HR the need for a full PEHQ to be sent to all applicants for this position.

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| **FOR SCHOOL/SERVICE USE ONLY** | ResourceLink Post Number | | | |
| Which post does this job report to |  | | | |
| Is this post a Line Manager? | Yes |  | No | X |
| If yes, which posts directly report into it? | ResourceLink Post Number | | | |
| Post 1 |  | | | |
| Post 2 |  | | | |
| Post 3 |  | | | |
| Post 4 |  | | | |
| Post 5 |  | | | |
| Post 6 |  | | | |
| Post 7 |  | | | |
| Post 8 |  | | | |
| Please add additional rows as required | | | | |

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