

JOB DESCRIPTION	
Post title	Analyst/Developer
Division	ICT
Responsible To	ICT Development Manager
Contract Status	Fixed Term for 2 Years

Purpose of Job

The overall purpose of Analyst/Developer role is to develop bespoke software to underpin the business of Lothian Valuation Joint Board.

The post holder will be responsible for participating in full lifecycle development.

- Requirements gathering and analysis
- Design
- Development
- Documentation
- Testing
- Deployment
- Monitoring and troubleshooting

The post calls for a high level of autonomy, initiative, judgement and creativity and technical skills.

Major Tasks/Job Activities

Responsible to the ICT Development Manager, for the development of complex business critical software to underpin the work of Lothian Valuation Joint Board. This includes, but is not limited to, applications to undertake commercial valuation, domestic valuation and electoral services.

Provide advice to the ICT Development Manager, the Corporate Leadership Team and domain experts on proposed software development.

Undertake an active role in the ongoing organisational transformation programme within LVJB, undertaking analysis work to identify area of improvement where required.

Take the lead role in specific software developments.

Act as technical lead in specific software developments.

Take part in Scottish Assessor Portal Working Groups as required.

Supervision and Management of People (Numbers and type of staff)

There are no formal staff responsibilities, though the post will operate as the lead or technical lead for specific development projects, which may involve responsibility over other staff as appropriate.

In this role, the post is expected to effectively and diplomatically advise the Corporate Leadership Team, senior managers and domain experts across LVJB on software development projects.

Creativity and Innovation

The post will design, develop and implement complex software across all service areas of LVJB.

The post holder will operate within a varying and often conflicting environment requiring a diplomatic and sensitive approach to deal with competing priorities and demands

Contacts and Relationships

The post will have a range of contacts, both internal and external, reflecting the varied nature and diversity of LVJB services.

The post will represent LVJB to a range of external stakeholders, and should present a positive impression of LVJB.

The post will be expected to represent their service and LVJB in developing relationships and partnership working with other local authorities and Assessors.

The post will provide expert advice and guidance to senior managers and domain experts on software development matters.

Decision Making

The post will make recommendations and proposals to senior management and domain experts in relation to software development covering the range of LVJB services.

The decisions taken during the development lifecycle will have an impact across a range of services.

Resources

The post holder will be expected to manage and deliver projects within allocated budgets and staffing resources.

Knowledge and Skills

The post holder will require expert knowledge, skills and experience in software development. This will usually mean the post holder is qualified to degree or postgraduate level in a relevant discipline or possess equivalent experience or expertise.

The post holder must be able to quickly gain an understanding of often complex areas of LVJB services

The post holder must have strong investigative analysis skills in order to identify areas of operational improvement

The postholder must have strong technical skills in order to develop high quality, business critical software, they will be involved at every stage of the development lifecycle.

Be able to produce detailed documentation at all stages of the software development lifecycle.

Environment

The post holder will work with minimum supervision in a changing environment and will need to effectively and diplomatically manage competing priorities, interests and pressurised timescales.

The post holder must be able to adapt flexibly to new demands, and take appropriate action on matters requiring immediate response.

With minimum supervision, the postholder must have the ability to manage competing deadlines and priorities. This includes the requirement to use their own initiative regarding time-management to allow their workload to be met.

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

Health and Safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors and service users, is the starting point for a forward-thinking organisation.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.