

JOB DESCRIPTION

SYSTEM DEVELOPER/ANALYST

1 PURPOSE OF JOB

- Analysis of operational requirements.
- Design, development, testing, implementation and maintenance of bespoke software.

2 JOB ACTIVITIES

- Undertake analysis of organisational requirements.
- Design and develop software solutions to meet organisational requirements.
- Preparation of technical and functional specifications.
- Preparation of other appropriate documentation.
- Act as project lead for specific application development.
- Assist in devising application test strategies and timetables.
- Undertake application testing.
- Research, to keep up to date with latest technologies and their possible application within the organisation.

3 RESPONSIBLE FOR

- None.

4 DECISIONS MADE

- Planning and prioritisation of personal workload.
- Application design and structure.
- Assist in the selection of software design and implementation methods.
- Identify personal training needs and give notice as such.

5 SUPERVISION RECEIVED

- General day to day supervision provided by Information Communications Technology Development Manager.
- Expected to work largely on their own initiative.

6 CONTACTS

- Internal - All staff up to Directorate level.
- External - Constituent authorities and their departments; Software and hardware suppliers; Maintenance providers and other outside contractors.

7 QUALIFICATIONS

- Degree, or equivalent, in Information Communications Technology related discipline or proven development/analysis experience.

8 EXPERIENCE

- The postholder will be required to have specialist knowledge, or the ability to gain this knowledge quickly, of business operations to enable Information Communications Technology development.
- Programming/system analysis experience will dictate salary placement.

9 COMPLEXITY

- Specialist knowledge of business operations to enable Information Communications Technology development.
- Software analysis and problem solving on an individual basis and as part of a team.
- The postholder must be able to demonstrate high levels of organisational ability to develop complex applications within restrictive timetables.
- Be able to adapt quickly to changes in technology in general and development languages in particular.

10 CREATIVITY

- Design and development of bespoke software

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- Assist in the preparation of detailed software project plans.
- Assist in the creation of development methodology.
- Assist in the creation of testing methodology.
- Ensure standards of application development.

11 SPECIAL CONDITIONS

- The postholder will be required to ensure that software applications are available whenever required by the office for operational purposes. The postholder may therefore be required to work, on occasion, outwith normal working hours in order to ensure an effective service. This will include times when no other staff are present.
- Any other duties pertinent to post.