



JOB DESCRIPTION

POST TITLE:	Systems Developer – Web (FTC 24 months)
REPORTS TO:	Principle Systems Developer
RESPONSIBLE FOR:	No Direct Reports
GRADE & SALARY	Grade 6

OVERALL PURPOSE OF ROLE:

As post holder your overall purpose is to manage the complete lifecycle of the Umbraco Content Management System (CMS) used by the councils to deliver public facing websites. Activities will range from implementation of new sites and templates to maintenance to eventual decommission. The post holder will mainly be focused on the development of websites, which will also include integration via APIs to back office systems. You will be responsible for managing upgrades to Umbraco, providing technical support where needed and liaising with the system suppliers to understand the Umbraco roadmap. Where required you will work with all stakeholders to understand business and technical requirements to help design and implement web solutions, processes and interfaces, using appropriate technologies.

CORE RESPONSIBILITIES

1. **Manage software lifecycle:** The Systems Developer - Web is responsible for managing the complete lifecycle of the Umbraco Content Management System (CMS) used by the councils, through initial scoping, implementation, maintenance to eventual decommission. Work with stakeholders to understand future roadmaps and bring to the attention of your line manager any relevant considerations.
2. **Technical Support.** When required work with Strata colleagues, suppliers and council staff to assist in incident and problem resolution
3. **System Integration.** Using approved methods and appropriate technologies, design, development and manage integrations between systems
4. **Manage System Upgrades.** In line with supplier roadmaps and Strata policy, undertake necessary system upgrades, during appropriate support windows.
5. **Continual Professional Development.** Ensure your technical skills are current with the latest developments in IT relevant to the post.
6. **Follow processes.** Ensure all Strata processes are adhered to including but not limited to, Change Control, CMDB management, coding standards, system development, work allocation and health and Safety.
7. **Meeting attendance.** Attend and participate in meetings as required.
8. All other duties commensurate with the post and grade.



OUR VALUES form the behaviors that we expect from all of our team, these help us to assess your performance in the role.

VALUE	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
SELF DEVELOPMENT	Wanting to improve ourselves, and looking for different ways to learn	E
TEAM	Actively participates as a member of a team, pro-actively contributing to the completion of objectives.	E
RESULTS	Demonstrates drive and passion to achieve objectives	E
ACCOUNTABILITY	Demonstrates ability to focus on completion tasks and can ensure tasks are completed within deadlines.	E
TRUST	Able to build lasting relationships which demonstrate reliability, integrity and consistency	E
ADAPTABILITY	Having flexibility in handling change as well as adapting to new situations with fresh ideas or innovative approaches.	E

SIGNATORY

PRINT NAME

DATE

Job holder -----

Line Manager-----

This job description is not an exhaustive list and will be updated annually to reflect job requirements in accordance with our performance management process. From time to time the post holder may be asked to perform additional tasks which are not detailed within the core responsibilities for this role





PERSON SPECIFICATION we use this criteria not only to assess your skills coming into the role but to ensure that we evaluate the requirements fairly.

Category	Requirements	Essential/ Desirable (E/D)	Method of Assessment
Education/training	<ul style="list-style-type: none"> ▪ Good general school background ▪ Technical degree 	<p style="text-align: center;">E D</p>	
Knowledge	<ul style="list-style-type: none"> ▪ Good understanding of the Umbraco CMS ▪ Overall understanding how modern development technologies and third party IT systems can be integrated to deliver a world-class business systems infrastructure ▪ Good understanding of the Microsoft Development Stack including , databases, software development techniques and processes. ▪ Working knowledge of the full life cycle of a system. ▪ Broad understanding of IT infrastructure in respect of business software delivery. ▪ More detailed technical knowledge in several of the areas identified: <ul style="list-style-type: none"> ○ API, Web Services and other integration methodologies ○ Microsoft Programming Tools – particularly Visual Studio ○ Programming Languages including C#, ASP.Net ○ Project process ○ Development life cycle ○ Release and QA processes ○ Coding standards and methods ○ SQL ○ HTML and related tools ○ Process analysis 	<p style="text-align: center;">D E E E E</p>	
Skills and Abilities	<ul style="list-style-type: none"> ▪ Able to clearly plan and prioritise tasks and coordinate own 	<p style="text-align: center;">E</p>	



	<p>workloads in a mixed environment of project and customer support.</p> <ul style="list-style-type: none"> ▪ Able to develop software systems using a range of tools and languages ▪ Excellent trouble shooting and fault-finding skills under pressure. ▪ Able to build productive and collaborative relationships with key customers and colleagues ▪ Able to analyse problems to root cause and develop improvement strategies and actions. ▪ Communicates honestly, openly and clearly ▪ Focuses on the system of work and pays attention to measures and deadlines 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Successful experience in	<ul style="list-style-type: none"> ▪ Developing software interfaces ▪ Delivering software applications ▪ Managing a portfolio of 3rd party business systems ▪ Managing and being part of medium sized IT projects 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Special requirements	<ul style="list-style-type: none"> ▪ A valid driving licence and own car with business insurance are essential (reasonable adjustments may be possible according to the Equality Act). ▪ Right to Work in the UK ▪ Check of qualifications essential to the job ▪ References ▪ Basic Disclosure Certificate 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Driving Licence Check</p> <p>Documented proof Original documents to be provided. Satisfactory review of references</p> <p>Criminal Record Check</p>



RISK ASSESSMENT PROFILE

[RAP forms part of the Job Description please ensure a copy is always attached]

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	Seldom or never	Level 4	Regular (2-3 times per week)
Level 2	Occasionally (once a month)	Level 5	Daily
Level 3	Fairly regularly (1 per week)		

Potential risks and hazards	Level of Frequency
Computer user	5
Car driving	3
HGV, LGV driving	1
Prolonged sitting, standing	5
Exertion (other than lifting)	1
Lifting	2
Manual handling – repetitive movements, bending twisting	1
Working with the public	2
Face to face contact with abusive customers	2
Lone working	2
Night working = 3 hrs or more between 11pm & 6am	1
Shift working	3
Use of chemical and or skin irritants	1
• Head phone use/ auditory performance / noise	1
❖ Hand arm vibration / noise	1
❖ Use of machinery / noise / vibration	1
Outside working / inclement weather	1
Exposure to the sun through outside working	1
Working at heights (above 2 metres)	1
Working in confined spaces	1
Risk of exposure to bodily fluids	1
Risk of contact with infectious diseases	1
Risk of exposure to asbestos	1
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure please check with Health & Safety Officer]
- ❖ Any post identified in levels 2-5 will require a hand arm vibration screening test

