

**Job Description****Resources Department – ICT Division**

Post Title	Temporary Applications/Developer (secondment opportunity)		
Post Number	BG00226	Grade	Scale 6
Base	Civic Centre	Hours of Work	37 hours per week
Car User Allowance	Approved Casual	Disclosure	None
Contact	Ken Bailey (01495 355237)	Updated	3th July 2014

Principal Job Purpose

Responsible to : Principal Business Analyst

Responsible for: Working in a application/development team your main responsibility will be to support existing software applications and design, write and maintain reliable and robust software that will meet the diverse requirements of the various departments of the Local Authority.


Principal Accountabilities

1. Working with the various Departments of the Local Authority to maintain existing software applications and identify opportunities where efficiency can be increased or problems may be solved with the introduction of new software solutions.
2. To participate in the assessment of customer requirements, determine technical feasibility and use these requirements to develop software solutions which meet the customer's needs.
3. To ensure that quality, customer focused software solutions are achieved and maintained in a timely manner with on-going testing and test automation.
4. Ensure that all internal software development is performed to a consistent, professional standard as determined by the IT Manager, Principal Business Analyst and Senior Business Analyst- Development.

5. To collaborate with other IT teams to interpret business requirements and translate it into a technical specification.
6. Ensure that all internal software development is well documented and upon completion is handed over to the operations team to a standard as determined by the Temporary Support Team Manager, so that it may be supported in the production environment.
7. Working with external software suppliers who provide solutions that have not been developed in house, in order to ensure that these solutions integrate successfully into the Local Authority's business applications. This may range from offering consultancy to both customers and supplier to developing software solutions in order to aid the integration of third party software.
8. Keep abreast of new and emerging industry practices, technology, development techniques and methodologies.
9. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti discriminatory practice and comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
10. To undertake any other relevant duties that may, from time to time, be required by Management, and which are commensurate with the post.

Person Specification – Temporary Applications Developer

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				 Probationary Period
	Essential / Desirable	Application Form	Interview	Other (please specify)	
Educated to HNC/HND or degree level in Computer Science, Engineering or an equivalent related field.	Essential	✓			
Knowledge of Object Orientated Design and Programming.	Essential	✓	✓		
Knowledge of relational database design and development	Essential	✓	✓		
Good analytical, problem solving, conceptual skills	Essential		✓		
Previous experience working with Microsoft's .NET Framework	Desirable	✓	✓		
Previous experience working with a Microsoft SQL Server database environment, (2005 and 2008), including T/SQL scripting.	Desirable	✓	✓		
Previous experience of working in a UNIX environment, including shell and awk/perl scripting.	Desirable	✓	✓		
Previous experience of working in an Oracle Database Environment, (10g & 11g), including PL/SQL scripting.	Desirable	✓	✓		
Previous experience of working in Local Government.	Desirable	✓	✓		

2. Special Requirements

Special Requirements	Essential	Desirable
Full driving licence and access to a vehicle for work purposes.	✓	

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic		Competencies		Assessment Method			
				App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service		Plans ahead, organises work in advance		✓	✓		✓

	Involves line manager/colleagues in setting and meeting targets		✓		✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results		✓		✓
	Understands that changes are needed if things are to be improved		✓		✓
	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge		✓		✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to all the citizens of Blaenau Gwent		✓		✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓

	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary		✓		✓
	Actively seeks to help others		✓		✓
	Is aware of the impact of own behaviour on others		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed		✓		✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓

	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation	✓			✓