Job Title: Apprentice Programmer  
Grade: Apprentice Grade 8

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Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Staffordshire ICT

Staffordshire ICT defines and delivers an ICT strategy that is directed by the ambitions of the County Councils Strategic Plan and in year Business Plans.

**Application Architecture, Development and Management**

This area of the ICT service is responsible for defining the County Councils Applications Architecture and also for managing the application lifecycle of the council’s large and diverse portfolio of back office and public facing digital applications, including those managed for Partners.

Application Development & Data Warehousing lead in the development and maintenance of business and customer facing applications and solutions in line with agreed architectural standards. The team is also responsible for the detailed design and management of the corporate data warehouse and the development of effective management information and data insights as required by Directorates.

Reporting Relationships

Responsible to: Development Manager

Responsible for: N/A

Key Accountabilities:

This role will work within the Application Development & Data Warehousing team on most of the areas within the application management life cycle and will work towards having a good knowledge of structured programming methodologies. In addition, the post holder will have a desire to learn and understand Microsoft .net, Visual Studio, SQL Server, Office 365 Power Suite development tools and Agile Scrum development techniques. This post will work towards using a systematic, disciplined and analytical approach to problem solving and require good attention to detail. A basic understanding of the activities of the Council and its business functions is required together with good interpersonal skills and working towards confidence in dealing with customers and users. Specific Business knowledge will be gained for one or more of the Core systems with the ability to problem solve and support specialised users to a high level of quality.

Individuals will need to be flexible in their approach and have the desire to take on new skills and activities to reflect changing business needs driven by demand.

The post holder will be required to:

1. Assist under guidance in the design, development, support and maintenance of ICT business systems, solutions, integrations and management reporting in an Agile environment, to support the delivery of Digital Business services and to achieve the ICT programme in-line with the ICT strategy, ICT Project and Change process, Release Management approach, Council’s development practices and enterprise architecture.
2. Assist in the evaluation and undertake impact analysis on technical options under the guidance of the Development Manager and provide input in proposing technical solutions within area of expertise in line with the ICT Enterprise Architecture and ICT Strategy
3. Assist under guidance in some stages of the application management life cycle for development of all types of systems covering: investigation, analysis, specification/defining user stories, design, construction, testing, implementation, support and maintenance
4. Participate in daily scrum, sprint review and sprint planning meetings as required
5. Be involved in the organisation, definition, documentation and execution of one or more small to medium sized projects. Monitor all activities against plan and assist in providing regular and accurate reports to management and customer/user management as appropriate
6. Select appropriately from available standards, methods and tools and apply them in an intelligent and effective way in order to achieve well-engineered products which exhibit the necessary attributes such as fitness for purpose, reliability, efficiency, security, safety, maintainability and cost effectiveness
7. Use defined standards and methodologies that are in place for system development and ensure that all work is documented using appropriate standards, methods and tools, including prototyping where appropriate and ensure that ICT documentation and management systems are kept up to date
8. Attend and assist in meetings, workshops and presentations for a wide variety of technical and non-technical audiences, demonstrating a professional approach and high quality communication and persuasive skills
9. With assistance, contribute to, project and quality plans, cost benefit analyses and risk analyses taking account of the requirements for functionality versus the constraints of time, cost and quality
10. Assist the Business users in the Analysis stage of the software lifecycle and where appropriate provide post training user support and assist in the ICT change management process
11. Develop close working relationships with other ICT teams, Product Owners and key stakeholders, in order to gain valuable knowledge of the solutions and business processes in core areas

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * A to C Maths, English GCSE or equivalent | A |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * Proven interest in working in an application development environment * Proven interest in the use of development tools, application development methods, techniques and standards * Knowledge of the Agile Scrum framework methodology * Willingness to actively participate in workshops and other similar gatherings | A/I  A/I  A/I  A/I |
| **employer_small**  **employer_small** | **Skills**   * Effective written, oral and presentation communication skills for any audience * Motivated in learning new skills for personal development and sharing knowledge with others. * Professional approach, highly motivated self-starter with a drive to succeed, demonstrating a positive ‘Can do’ attitude. * Dynamic, flexible and willing to multi-task, with the ability to deal with a range of issues and conflicting demands and work to deadlines, to meet targets. * Good interpersonal skills and ability to deal with difficult situations calmly. * Ability to build good working relationships. * Ability to successfully motivate self to deliver agreed objectives, action and results oriented, Team player. * Committed to developing and delivering quality systems on behalf of the County Council and its users. * Committed to Customer focused delivery. * Availability and willingness to work flexible / additional hours when required to meet demands | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |

This post is designated as a casual car user

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**