Analyst Programmer  
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GRADE xx

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

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. These applications facilitate staff in the delivery of statutory responsibilities and also allow the County Council to meet its “digital first” aspiration that is key to the delivery of savings and achieving a more efficient future state. The team are the custodians of council application knowledge and are responsible for the design, development, testing, deployment, operation and optimisation/improvement of applications and solutions. The service is also responsible for the creation of management information and the data warehouse team extract, finesse and combine disparate datasets to provide powerful insights to Business areas allowing decisions to be made on data rather than instinct.

The core services delivered include:

The definition of the Council Application Architecture at a strategic level, defining technologies and standards hat ensure interoperability, maximisation of value and avoidance of duplication covering corporate and business unit specific applications. The role includes the development of roadmaps and the documentation of all services and platforms. This enables efficiencies to be achieved by maximising the use of common applications and platforms e.g. Database layers, for similar business functions and defines standards and direction around future application development and procurement.

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.

Application Management lead in the ongoing operation of off the shelf and bespoke software, ensuring that applications are consistently deployed, fully supported by the vendor and in alignment with security standards, highly available, optimised, tuned and continuously improved. This is achieved by working across SICT, third party suppliers and business leads to ensure that application roadmaps meet the future needs of the Business, maintain security and compliance, promptly address bug fixes and exploit new functionality, ensuring that updates are implemented with minimal disruption and with robust testing.

Database Management leads in the architecture, design, support and security of the councils database platform(s) that are used and updated by the dependent applications and corporate data warehouse. The team are responsible for ensuring that the underlying database platform is at supported levels aligning to supplier roadmaps, correctly backed up and recoverable in a disaster event and the data is secure. The team also manage third party arrangements that may be in place to support the maintenance of the database estate e.g. Oracle Support is now outsourced. The team also provide monitoring on production systems and deliver proactive tuning activities as well as remedial measures to ensure the landscape is stable and high performing.

All of these areas work collaboratively to ensure that the delivery of applications and the management information that they provide are fit for purpose, fully optimised and meet current and future business needs.

Reporting Relationships

Responsible to: Development Manager

Responsible for: N/A

Key Accountabilities:

1. Design, develop, support and maintain 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. Evaluate and undertake impact analysis on technical options and take an active role in proposing technical solutions within area of expertise in line with the ICT Enterprise Architecture and ICT Strategy

3. Take technical responsibility for most 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. Take ownership and responsibility for the organisation, documentation and execution of one or more small-scale projects, providing effective leadership to team members. Monitor all activities against plan, providing regular and accurate reports to management and customer/user management as appropriate

5. Responsible for the delivery of standards based solutions using agreed tools to provide well engineered products which meet functional requirements such as fitness for purpose, reliability, efficiency, security, safety, maintainability and cost effectiveness

6. Ensure appropriate standard and methodologies are in place for system development and 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

7. Arrange, prepare and conduct meetings, workshops and presentations for a variety of technical and non-technical audiences to ensure that proposals and solutions meet business requirements

8. Prepare or 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

9. Assist the Business users in the Analysis stage of the software lifecycle; and provide post training user support and assist in the ICT change management process

10. 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/Professional membership**  Educated to Degree level or equivalent in an ICT related discipline or equivalent experience | A/I |
|  | **Knowledge and Experience** |  |
| **employer_small** | Significant proven experience in a development environment in a similar role | A/I |
| **employer_small** | Demonstrable experience in the use of development tools, application development methods, techniques and standards |  |
| **employer_small** | Sound knowledge and proven experience of software development, data warehousing and reporting, integration and systems implementation, including relevant technology, techniques including Microsoft .Net, Visual Studio, SQL Server (including SSRS,SSIS, SSAS), Microsoft Office 365 (including the Power Suite) | A/I |
|  | Understanding of the Agile Scrum Frameworks with proven practical experience working within such an environment | A/I |
|  | Demonstrable knowledge and experience of Change Management including analysing business processes, recommending and implementing changes | A/I |
|  | Basic project management skills, able to demonstrate involvement in the successful delivery of one or more small to medium sized projects | A/I |
|  | Ability to facilitate and/or lead workshops and other similar gatherings | A/I |
|  | **Skills** |  |
|  | Effective written, oral and presentation skills for any audience | A/I |
|  | Able to work on own initiative, motivated in learning new skills for personal development and sharing knowledge with others | A/I |
| **employer_small** | Professional approach, highly motivated self-starter with a drive to succeed, demonstrating a positive ‘Can do’ attitude | A/I |
| **employer_small** | Dynamic, flexible and willing to multi-task, with the ability to deal with a range of issues and conflicting demands and work to tight deadlines, under pressure to meet targets | A/I |
|  | Highly developed interpersonal skills, including negotiation, influencing and diplomacy | A/I |
|  | Proficient at building good working relationships | A/I |
|  | Proven ability to successfully motivate self to deliver agreed objectives, action and results oriented, Team player. | A/I |
|  | Committed to developing and delivering quality systems on behalf of the County Council and its users | A/I |
|  | Committed to Customer focused delivery | A/I |
|  | Availability and willingness to work flexible / additional hours when required to meet demand | 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**