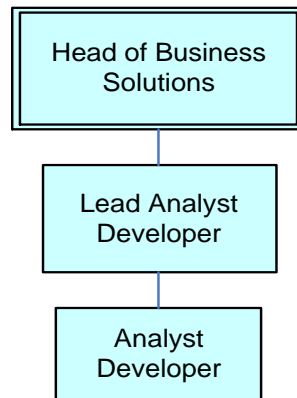# ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE: Neighbourhoods

SECTION: ICT Services / Business Solutions / Development

LOCATION: Floor 2, Number One Riverside, Smith Street, Rochdale

JOB TITLE: Analyst Developer

POST NUMBER:

Grade: 8

Accountable to: Lead Analyst Developer

Accountable for: TBC

Hours of Duty: 37 hours a week. This role is expected to operate on a flexi time basis. ICT may require the role to conform to specific business hours or form part of a rota scheme.

Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

This role is expected to perform a reasonable amount of out of hours work given reasonable notice.

This role is expected to be part of an 'on-call' / 'on standby' scheme within ICT.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

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ORGANISATIONAL CHART

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┌─────────────────────┐
│  Head of Business   │
│     Solutions       │
└─────────────────────┘
          │
    ┌──────────────┐
    │ Lead Analyst │
    │  Developer   │
    └──────────────┘
          │
      ┌──────────┐
      │ Analyst  │
      │ Developer│
      └──────────┘
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PURPOSE AND OBJECTIVES OF THE JOB

To investigate, design, integrate, develop, and test the creation and enhancement of web, client, mobile, and server applications, systems, and services to meet specified business requirements; embracing change and inviting customer interaction to achieve customer-focused, highly usable business solutions.

They will possess good software development skills and programming languages including many of the following:

- Microsoft SQL Server Databases, including T-SQL & creating stored procedures, functions & triggers.
- .NET 4.0+
- C#
- HTML/CSS
- JavaScript
- SOAP / Web Services

Control of Resources

Personnel
This is subject to change as the role operates in a matrix management method. Different staff will report into this role and this role will report into different staff depending on the nature of the work and project plans

Financial
To perform financial assessments in the form of Value for Money, Return on Investment and Total Cost of Ownership studies on technical ICT based systems

Equipment/Materials
Access to all ICT data centres, server rooms, servers, administration software and network equipment will be approved by Service Delivery and Security Manager and assigned/implemented using the change management process.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Colleagues and team members in ICT Service, Partners, officers within the wider Authority, School staff, Councillors and Trade Union officials.

External

Partners from external agencies, training providers and suppliers of goods and services.

Responsibilities

The post holder must -

(i)   Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
(ii)   Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

PRINCIPAL DUTIES

Programming/Software Development

1. Capable of breaking down provided specifications into simplest elements and translate logic into programming code.

2. Produce and maintain a variety of user-focused, database driven applications with a particular focus on presentation tier / usability.

3. Developing application business logic within the database tier, e.g. specific user procedures and functions.

4. Strive to continually optimise code: analysing, testing, bug-fixing; clearly documenting source code and using agreed version control methods

5. Follow best practice object-oriented programming techniques and methodologies to ensure RAD.

6. Carry out unit tested before releasing into UAT environment and providing early life support.

7. Support, repair, and maintain all in-house developed applications and systems, as escalated by ICT Service Operations.

Systems Design

8. Apply an agile iterative approach, where appropriate, to design and development in order to maximise success in meeting customer expectations (embracing change and inviting customer interaction).

9. Contributing to the documentation of business requirements and needs in relation to software development and integration, developing system and solution specifications.

10. Work with Project Managers and Business Analysts within ICT and in the business by designing optimum efficiency, cost effectiveness, and automated processes into developed solutions to deliver business objectives.

11. Proactively contribute to modular development, considering holistic system design, overarching ICT service infrastructure, interoperability, and compatibility.

Analysis and Planning

12. Be actively involved in systems development lifecycle approach, including the gathering of user requirements through proactive, personal contact with the internal customer base - production of code development, testing, training and support.

13. Assist in the identification and documentation of ICT software developments and the relationships between systems

14. Contribute to the understanding and implementation of data and information management and integration: relationships, dependencies, extraction, analysis, translation, consolidation, and reporting.

15. Report any risks, issues and changes promptly and continuously assess work to predict any issues and escalate with time to resolve / minimise impact, suggesting solutions to mitigate risks or solve issues

Advice and Guidance

16. Retain an up to date understanding of specific technical infrastructure: how it is delivered and how it relates to own area of expertise.

17. Remain up to date with common programming languages and approach to development, particularly web development.

18. Liaise with, guide, and work in a collaborative and matrix manner with all members of ICT Service as need arises, such as solution design and advice to the wider business.

19. Consult with technical experts both within the ICT service and external to the Council, when necessary, in order to ensure the provision of sound technical advice.

Project Support

20. Be part of a project team delivering larger scale in-house software developments

21. Follow best practice Project Management methodologies (e.g. PRINCE2, Agile)

22. Contribute towards the definition of project deliverables, resource requirements and a work plan for each project.

23. Ensure complete and current documentation of specific developed solutions.

24. Deliver training associated with the introduction of new or changed systems.

Communication

25. Develop effective working relationships within the business and ICT.

26. Liaise with other service areas and/or external agencies where required at relevant stages in each development project.

27. Liaise with all areas of IT Service Management to ensure sufficient ongoing support and maintenance arrangements and resources.

SECONDARY DUTIES

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

3. ICT operates in a Matrix Management environment with both people (line) managers and assignment managers (for project work), the post holder must be willing to work in this way when required.

4. Undertake training and development to enhance existing skills, as and when required by your manager.

5. Keep up to date with departmental and Council information, by attending meetings, seminars, reading appropriate communications and discussions with colleagues.

Job Description prepared by		Date	
Agreed by Postholder		Date	
Supervisor		Date	
Chief Officer		Date	

Rochdale Borough Council
Person Specification

Service :	Neighbourhoods	Post:	Analyst Developer
Section :	ICT Services / Business Solutions / Development	Post Number :	
		Grade:	8

Note to Applicants:
The *Essential Criteria* are the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you MUST include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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	Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment / Test
(a)	**Special Working Conditions**		
1	Are you able to work flexibly and on occasions work out-of-hours with reasonable notice, where required?	E	AF, I
(b)	**Qualifications / Skills and Knowledge**		
2	Please give details of your experience of specifying, designing, and developing software and web-based applications using the majority of the following? • Microsoft SQL Server Databases, including T-SQL & creating stored procedures, functions & triggers. • .NET 4.0+ • C# • HTML/CSS • JavaScript • SOAP / Web Services	E	AF, I
3	Do you have Microsoft Certified Solutions Developer (MCSD) certificate or equivalent experience and are willing to learn and obtain a qualification in the future?	E	AF, I
4	Tell us about your experience of using Visual Studio, the Microsoft .NET Framework, and other Microsoft development technologies, to build interactive, data-driven ASP.NET web applications?	E	AF, I
5	Tell us about your understanding of the security risks and possible mitigation related to web sites, applications and systems?	E	AF, I
(c)	**Experience**		
6	Please detail your experience of gathering and documenting business requirements and writing functional and system specifications?	E	AF, I

7	What experience do you have of designing solutions to meet user requirements, considering the overarching ICT infrastructure, and putting together solution specifications?	E	AF, I
8	Please give details of your experience of producing user-focused, database driven applications with a particular focus on presentation tier/usability?	E	AF, I
9	Tell us about your experience of providing support for developed systems and investigating and resolving issues?	E	AF, I
10	Please give details of your communication skills and your experience in developing good working relationships with other team members, senior managers, third party suppliers and customers?	E	AF, I
11	Please give examples of how you are able to work under pressure and meet deadlines.	E	AF,I
12	Tell us about your experience developing with and/or using any of the following? • HTML5 • Jquery • SSIS	D	AF, I
(d)	**Behaviours and Values**		
13	Approach the job at all times using the values set out below: • Proud • Passionate • Pioneering and Open Please confirm you are willing to adhere to these values and behaviours.	E	AF, I