ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:		Neighbourhoods
SECTION:		ICT Services / Business Solutions / Development
LOCATION:		Number 1 Riverside
JOB TITLE:		Lead Analyst Developer
POST NUMBER:		CUBS00000005
Grade:		10
Accountable to:		Business Solutions Team Manager
Accountable for:		Analyst developers (2)
Hours of Duty:		37 Hours / 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.

ORGANISATIONAL CHART

Business Solutions Team Manager

Lead Analyst Developer

PURPOSE AND OBJECTIVES OF THE JOB

Be the lead / senior analyst developer in a small team of web-based software developers that design, develop, implement, test and release a diverse range of mobile and server based, N-tier database-driven applications to meet specific business service requirements.

Always embracing change and inviting customer interaction to achieve customer-focused, highly usable business solutions.

A key element of this role is to investigate and implement development / database analytics techniques to enable systems integration; always looking for fresh opportunities to optimise and consolidate accurate and joined up decision making intelligence; ensuring maximum usability, accessibility and availability whilst maintaining the appropriate level of security.

They will possess a broad range of software development skills and programming languages including the many of the following:

- Microsoft SQL Server Databases, including T-SQL & creating stored procedures, functions & triggers
- .NET 4.0+, .NET Core 2.0+
- C#
- Bootstrap CSS framework
- JavaScript, JQuery and TypeScript
- REST APIs and Web Services
- Messagequeue technologies
- Continuous integration
- Unit testing frameworks

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

Community groups, voluntary organisations, members of the public, 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 Rochdale values :

- Proud
- Passionate
- Pioneering
- Open

Be aware of and apply these values at all times.

PRINCIPAL DUTIES

Programming/Software Development

1. Be the lead / senior analyst developer in a small team of web-based software developers that design, develop, implement, test and release a diverse range of mobile and server based, N-tier database- driven applications to meet specific business service requirements.

2. Responsible for the translation of user requirements and specifications into an over-arching system design, taking into consideration best practice and local standards breaking down specifications into simplest elements and translate logic into programming code.

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

4. Responsible for aiming to create the majority of application business logic within the database tier, e.g. specific user procedures and functions.

5. Strive to continually optimise code: analysing, testing, fixing.

6. Fully document source code and use version control.

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

8. Responsible for ensuring code modules are fully unit tested before releasing into UAT environment.

9. Responsible for implementing the system UAT and early life support approach.

10. Ensuring the support, repair, and maintenance of all developed applications and systems, as escalated by ICT Service Operations.

Systems Design

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

12. Document business requirements in relation to software and systems development and integration, developing system and solution specifications.

13. When developing, assist Project Managers and Business Analysts within ICT and in the business by designing optimum efficiency, cost effectiveness, and automation of processes into developed solutions that support and deliver business objectives.

14. Assist in the translation of business requirements into specifications for technical design and/or procurement, always looking for value for money.

15. To take a strategic approach to modular development, considering holistic system design, overarching ICT service infrastructure, interoperability, and compatibility.

16. Ensure the development team under their leadership follow the same agreed design and development principles and framework

Analysis and Planning

17. Be actively involved in developing and adhering to a whole lifecycle approach, including the gathering of user requirements through proactive, personal contact with the internal customer base, production of designs, development, testing, training and support.

18. Engage with business areas, technical leads, and project managers to review existing systems, understand new requirements, and assist in the design and documentation of enhancements, replacements, and developments.

19. Assist in the identification and documentation of ICT services, business systems, relationships between systems, and relationships between systems and business processes.

20. Establish and agree deliverables, plans, resources, and funding related to development work packages and projects.

21. Strong understanding and management of data and information: relationships, dependencies, extraction, analysis, translation, consolidation, and reporting.

22. Manage over-arching project plans and system developments; raising risks & issues as soon as they are anticipated; devising possible solutions to potential problems.

Consultation & Advice

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

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

25. 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.

26. Provide a consultancy service, acting as subject experts in relation to data analysis, software development, programming, web, and data/database/systems integration.

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

Project Management & Support

28. Act as a project lead on software development projects by providing or overseeing project planning, scheduling and resource allocations.

29. Ensure adherence to best practice Project Management methodologies (e.g. PRINCE2, Agile)

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

31. Ensure complete and current documentation of all developed solutions.

32. Report any risks, issues and changes promptly and continuously assess work to predict any issues and escalate with time to resolve / minimise impact.

33. Identify, document, and occasionally deliver training associated with the introduction of new or changed systems.

Communication

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

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

36. 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 _____

Rochdale Borough Council
Person Specification

Service :	Neighbourhood Services	Post:	Lead Analyst Developer
Section :	ICT Services / Business Solutions / Development	Post Number :	CUBS00000005
Job Ref:		Grade:	10

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
(a)	**Special Working Conditions**		
1	This role is expected to operate on a flexi time basis. ICT may require the role to conform to specific business hours or form parts of a rota scheme please confirm you are willing to adhere to this.	E	AF, I
2	This role is expected to perform a reasonable amount of out of hours work given reasonable notice, please confirm you are willing to adhere to this.	E	AF, I
(b)	**Qualifications/skills and knowledge**		
3	Do you have at least 2 years' experience 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 and functions • .NET 4.0+, .NET Core • C# • MVC • JavaScript, JQuery, TypeScript • REST APIs • Unit testing and Dependency injection	E	AF, I, A
4	Do you possess Microsoft Certified Solutions Developer (MCSD) or do you have equivalent experience with a demonstrable ability and willingness to learn and obtain a current qualification in the future?	E	AF, I
5	Do you have a good understanding of the security risks and possible mitigation related to web sites, applications and systems?	E	AF, I, A

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(c) Experience		
6 Tell us about your experience of producing good quality documentation, such as system specifications and troubleshooting notes?	E	AF, I
7 What experience of designing solutions to meet user requirements while considering the overarching ICT infrastructure?	E	AF, I
8 Please give details of your experience of providing support for developed systems and investigating and resolving issues?	E	AF, I
9 Are you a good communicator and experienced in developing good working relationships with other team members, senior managers, third party suppliers and customers?	E	AF, I
10 Do you have experience developing with and/or using the following? • SSIS • .NET Core • TypeScript • Messagequeue frameworks • Logging frameworks • SOAP	D	AF, I, A
11 Please detail your experience of managing small teams of technical staff, guiding and advising them on technical, team and strategic issues, and handling general line management duties.	E	AF, I
12 Please detail your experience of identifying and analysing issues, gaps and improvements and developing a strategic and tactical approach to address them.	E	AF, I
d Values and behaviours		
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