**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

|  |  |
| --- | --- |
| Job Title:  | Software Developer |
| Salary:  | £47,420- £50,512  |
| Grade:  | 13  |
| Hours:  | 37  |
| Team:  | IT Services  |
| Service Area:  | Customer, Organisational Development and Resources  |
| Primary Location:  | Speedwell House  |
| Budget responsibility:  | None  |
| Responsible to:  | IT Solutions Delivery Team Leader |
| Responsible for:  |   |

## Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

To configure, develop and deploy IT solutions to effect strategic change to the organisation.

Work closely with the Business Analyists and Programme Delivery to ensure IT solutions are well understood, delivered on time and work with our existing suite of applications.

Ensure that solutions are fully documented and are able to be transitioned to business as usual

Maintain a through technical understanding and knowledge of information and technology across IT and proactively identify areas for improvement

Extend and maximise the use of platform technologies and take a lead role in the rationalisation of applications in use across the Council

Establish effective collaboration mechanisms with internal and external groups to influence the development of applications and systems and contribute to effective relationships with suppliers and with other Councils

Mentor team members and the wider IT team

## Job Responsibilities

|  |
| --- |
| This is a list of the main duties or tasks that the post holder will be expected to undertake.  Build and implement solutions that enable change and transformation for the Council  Provide technical expertise to the solution design process  Hand over finished solutions to business as usual providing documentation and training where needed  Participate in platform reviews providing technical expertise and advise  Provide regular updates to Programme Delivery on progress, resource constraints and other project related issues (Risk, Issues, Scope Change…)  Participate in the IT Change process, providing details of changes, backout plans and test plans  Providing expert advise and training to other Software Developers  Deputise in the absence of the IT Solutions Delivery Team Leader  This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied, subject to the needs of the service and in keeping with the general profile of the post.     |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values.](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values)

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

|  |  |
| --- | --- |
| **Essential Criteria**  | **Assessed By:**  |
| Effective organisational skills, the ability to perform under pressure and to manage multiple priorities with competing demands for resources.  | A\I  |
| Expert technical knowledge in one or more of the Councils IT platforms  | A\I  |
| Significant experience of designing, delivering and troubleshooting technical solutions to meet business needs  | A\  |
| Working in partnership with a range of partners.  | A\I  |
| Has impact and influence and effectively motivates others to achieve goals and embrace change.  | A\I  |
| Experience of involving customers in the planning, development and evaluation of services  | A\I  |
| **Desirable Criteria**  | **Assessed By:**  |
| ITIL qualification or equivalent experience  | A/I  |
| Significant experience working in a medium to large-scale public sector environment  | A/I  |



# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

|  |  |  |  |
| --- | --- | --- | --- |
| ☐  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List  | ☐  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check)  |
| ☐  | Enhanced Disclosure and Barring Service check with Children’s Barred List  | ☐  | Enhanced Disclosure and Barring Service check with Adults Barred List  |
| ☐  | Standard Disclosure and Barring Service check  | ☐  | Basic Disclosure  |
| ☐  | Disqualification for Caring for Children (Education)  | ☐  | Overseas Criminal Record Checks  |
| ☐  | Prohibition from Teaching  | ☐  | Professional Registration  |
| ☐  | Non police personnel vetting  | ☐  | Disqualification from Caring  |
| ☐  | Other (please specify):   |   |   |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ | Provision of personal care on a regular basis  | ☐  | Driving HGV or LGV for work  |
| ☐  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects  | ☐  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)  |
| ☐  | Working at height/ using ladders on a regular/ repetitive basis  | ☐  | Restricted postural change – prolonged sitting  |
| ☐  | Lone working on a regular basis  | ☐  | Restricted postural change – prolonged standing  |
| ☐  | Night work  | ☐  | Regular/repetitive bending/ squatting/ kneeling/crouching  |
| ☐  | Rotating shift work  | ☐  | Manual cleaning/ domestic duties  |
| ☐  | Working on/ or near a road  | ☐  | Regular work outdoors  |
|   | Significant use of computers (display screen equipment)  | ☐  | Work with vulnerable children or vulnerable adults  |
| ☐  | Undertaking repetitive tasks  | ☐  | Working with challenging behaviours  |
| ☐  | Continual telephone use (call centres)  | ☐  | Regular work with skin irritants/ allergens  |
| ☐  | Work requiring hearing protection (exposure to noise above action levels)  | ☐  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)  |
| ☐  | Work requiring respirators or masks  | ☐  | Work with vibrating tools/ machinery  |
| ☐  | Work involving food handling  | ☐  | Work with waste, refuse  |
| ☐  | Potential exposure to blood or bodily fluids  | ☐  | Face-to-face contact with members of the public  |
| ☐  | Other (please specify):  |   |   |

### Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.