

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds Conservatoire
Core Job Role:	Member of HE Registry as part of the Quality and Standards directorate.
Job Title:	SITS Systems Developer
Reports to:	Group Director of HE Quality and Standards
Grade	SP 45
Date of compilation:	07/12/23

ROLE SUMMARY:

This role is to be responsible for the development, configuration, and build within Tribal SITS (Strategic Information Technology Services). To include its products, components, and integrating systems. The role will provide expert SITS development knowledge with hands on experience to inform business process decisions.

Through working as part of a transformation and continuous improvement programme, the focus for this role will be the realisation of Registry processes that support and compliment the implementation of Tribal SITS. The role will also work closely with suppliers and programme stakeholders, and in doing so will be an intrinsic part of all discussions relating to realising the design and build of the new system, its interfaces, and implementation.

CORE RESPONSIBILITIES:

1. To be responsible for building SITS Tasks, Vista, interfaces, and system configuration where required, providing expert SITS technical knowledge and be able to trouble shoot and resolve existing functionality.
2. To contribute to the Group's HE MIS projects that include technical and business process change, in particular those that support migration to the new Student Record System.
3. To take a leading role in implementing revised functionality consistently across the Group HE's systems.
4. To support creation of a technical requirements specification for student administration business processes, and following on from this to develop and update comprehensive technical documentation and procedures; consulting with users and other stakeholders to ensure accuracy and correct product/process definitions in system.
5. To build, test, transition, and support project deliverables through the continuous improvement framework.
6. To promote shared knowledge and understanding of project outputs across the HE MIS and Registry teams.

7. To identify, monitor, and escalate where appropriate risks or issues that may impede delivery of project deliverables, initiating solutions where possible and employing a creative and innovative approach.
8. To define transition/training requirements and to work with trainers to develop programmes of staff development to support implementation of revised / new processes and to plan implementation schedules for revised / new processes, working with the appropriate project teams / boards.
9. To support key HE MIS systems in operation.
10. Working closely with IT services, to support annual upgrades of key systems, reviewing enhancements and technical documentation provided by the supplier.
11. To write and maintain comprehensive technical documentation and procedures, consulting with users and other stakeholders to ensure accuracy and correct product/process definitions.
12. To monitor the quality of data / efficiency of the revised processes to ensure effective operation, identify issues and to continue to enhance / modify processes following implementation, acting on user feedback.
13. To ensure system and process changes enable Leeds Conservatoire and University Centre Leeds to meet the legal and audit requirements by way of Government returns, HESA, QAA, general data protection regulations and Freedom of Information, for example.
14. To keep up to date with both supplier product roadmaps, general technology developments and the requirements of the Higher Education sector (HESA, QAA, LSC etc) and to support the project stakeholders understanding of highly complex and specialist information that will inform Group decision-making.
15. To develop and maintain effective cross-Group operational networks with staff at all levels that facilitate the evaluation, test and refinement of systems and processes and in particular to ensure active collaboration across the Group to ensure consistent roll out.
16. To develop effective relationships with key technical suppliers relating to the software used in the project, (external contacts) to ensure the Group's position in relation to development issues within the sector is effectively represented.
18. To take a lead coordinating and interfacing with internal and external technical contacts and resources, such as Developers/ Programmers, Database Administrators and other Systems and Business Analysts, from suppliers, internal teams and Registry staff members.
19. To communicate detailed regular updates as required to project team on a range of complex, technical information to enable the work stream leads and Senior Users to make informed decisions.
20. External engagement: Liaise and network with local authorities, government agencies, sector specialist groups and other relevant stakeholders to ensure that future planning for the specific student provision, is in place.
21. Intelligence gathering/analysis work: Undertake root cause analysis to address areas of change, whilst using evidence-based methodologies to choose directions of travel and effective planning techniques. Utilise workforce and engagement data to effectively raise satisfaction levels and performance. Prepare and produce detailed reports, as appropriate.
22. Collaboration/planning/cohesion: Support the sharing of skills to other team members through workshops or other CPD activities. Proactively engage in cross group project work, aligned with strategic and innovative projects that enhance the student and staff experience which may also raise the profile of the organisation.

23. Commitment to driving continuous improvement: Actively promote continuous improvement methodologies, including participation in curriculum and Luminare self-assessment reports, inspection preparation, quality audits and process reviews.

24. Support senior management by providing specialist and expert knowledge. |

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	SITS Systems Developer
Department	HE Quality and Standards (University Centre Leeds and Leeds Conservatoire)

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A/C
D	Q2. Relevant recognised professional attainments.	A/C
D	Q3. Professional level 4 qualification and/or degree.	A/C
E	Q4. Degree or equivalent extensive relevant work experience	A/C
D	Q5. Masters or other relevant Postgraduate Qualification.	A/C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Development experience with Tribal's SITS Vision student record system including expertise in eVision Tasks, TUPs SRLs, SLPs, Vistas, Tribal templates or Blueprints	A/I

E	EK2. Experience with SITS Client system setup and maintenance and SITS specific scripting and scheduling	A/I
E	EK3. Development experience using SQL, HTML, CSS and JavaScript	A/I
D	EK4. Knowledge and experience of StuTalk integration	A/I
E	EK5. Experience designing, writing and testing SQL queries and knowledge of complex databases.	A/I
E	EK6. Experience of product development, integrations and testing.	A/I
E	EK7. Knowledge of UK Higher Education System; student administration; how institutions use student data for meeting institutional aims and objectives; and the statutory requirements for data provision to external agencies.	A/I
D	EK8. Experience of developing the use of a new or significantly re-developed student record system and associated processes	A/I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent and proven relationship management skills with experience of managing the requirements of stakeholders	A/I/P
E	SC2. Skilled in systems analysis, problem diagnosis and resolution	A/I
E	SC3. Able to stay calm and work under pressure, managing people and process through change.	A/I
E	SC4. Able to extract complex data from diverse data sources to inform key management decisions and to proactively seek data accuracy of areas of responsibility, resolving data-related issues effectively	A/I
E	SC5. Ability to act as the authority on relevant areas within the organisation and across the sector	A/I

E	SC6. Ability to deliver projects that adhere to the HE Group's brand and design guidelines as outlined in the specification.	A/I
E	SC7. Ability to use appropriate levels of IT skills to enable best use of available information and communications as necessary and including, as a minimum, MS Office, SQL Server, SITS SRL, SITS Tasking, SITS Vista, SITS StuTalk, HTML/CSS. Experience with JavaScript, JQuery, and SRSS is also desired.	A/I
D	SC8. Proven ability to shape developments through active participation in various committees and focus groups.	A/I
E	SC9. Able to review current systems and develop a process for continued innovation and improvement.	A/I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I