

WESSEX EDUCATION SHARED SERVICES Limited

JOB DESCRIPTION

(This is a description of the job as it is at present constituted. It may be necessary from time to time to update Job Descriptions to reflect the changing business need in consultation with yourself).

Post title: **Systems and Reporting Developer**

Based: **Redlands 25 Knyveton Road Bournemouth**
(The position operates flexibly across all
member college sites and WESS)

Salary: **£25k to £28k** depending on experience

Responsible to: **Projects and Compliance Manager**

Main Responsibilities are to:

- Develop and maintain a comprehensive suite of SQL reports to all users of college systems, including but not limited to Student Records, HR, Payroll and Finance data.
- Communicate and assist users in their understanding of all reports developed and published by the team
- Keep a current understanding of the funding methodologies to provide better reporting solutions and assist users in their understanding and use of reports
- With the Projects and Compliance Manager, develop and maintain a data warehouse platform covering and integrating all aspects of data managed by WESS and the colleges, including but not limited to Student Records, HR, Payroll, and Finance
- Develop and maintain business intelligence tools for visualisation and analysis of the data warehouse
- Resolve queries for both internal and external customers, logging requests in our call management system
- Assist the Business Systems Manager to update the student records system
- Develop and configure the student records system in consultation with the Admissions, Enrolments and Exams Manager
- Help maintain all documentation relating to queries, reports and applications developed by WESS
- Work closely with the Projects and Compliance Manager and the other members of the development team to ensure project and regular cycle deadlines are met

Other Duties

The above list of duties is not exhaustive and is subject to change. The Job holder may be required to undertake other duties within the scope of the post.

Equal Opportunities Policy Statement

WESS will seek to ensure that all existing and potential employees are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. WESS will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements that cannot be justified. WESS aims to provide an open, welcoming and safe environment for all its employees and visitors.

Person Specification

Criteria	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Intermediate MS Excel and Access skills • Basic T-SQL Knowledge, preferably MS-SQL • Ability to work under own initiative or as part of a team • Ability to work at a high level of accuracy and attention to detail • Approach an error or problem in a logical, methodical manner • Ability to communicate technically complex matters appropriately to non-technical colleagues • Experience of working to tight deadlines 	<ul style="list-style-type: none"> • Advanced MS-SQL knowledge using Microsoft SQL Server • Advanced MS Excel knowledge • Knowledge of Data Warehousing tools and techniques • Knowledge of Business Intelligence tools
Qualifications	<ul style="list-style-type: none"> • Level 2 Maths and English • Level 3 IT qualification or relevant experience • 	<ul style="list-style-type: none"> • Experience in working in an auditable environment
Experience	<ul style="list-style-type: none"> • Relevant IT experience 	<ul style="list-style-type: none"> • Operational experience in the Further Education sector • Knowledge of student records systems • Knowledge of funding methodologies