JOB DESCRIPTION

Job Title: Business Systems Developer (SSAMI)	**Location:** Meadow House, HQ North
Job Family: ICT	**Role Profile Title:** BB3 Police Staff
Reports To: Business Systems Information Accountant	**Band level:** 3S
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE**: Defines the role, put simply, why it exists.

The overall purpose of the role is to: Support the Force by designing, creating, developing, testing, documenting and supporting new and amended SSAMI Web based applications and services to meet the growing and changing demands from the business.

b. **KEY ACCOUNTABILITY AREAS**: Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Design, create, optimise and implement SQL server databases to support systems requirements – incorporating Linked servers, SQL Management Studio, Custom Functions, Visual basic, ETL, SQL Developer, stored procedures and associated Database Administration.

2. Design, create, optimise and implement Web based pages / applications using a combination of HTML, ASP.net, Classic ASP, CSS, IIS, APEX and JavaScript to meet business requirements.

3. Manage user profiles and access security within the core business support systems to enable and maintain system and data integrity and security. 2nd Line support to Peoplesoft and Stores/Action File and liaise with 3rd Party suppliers for updates, patching, Year end processes and fault resolution.

4. Perform Business Analysis to define current business processes, gap analysis and define system requirements working in partnership with the business.

5. Evaluate and implement business process improvement through information technology platforms by creating professional systems and processes to help the Force deliver it's priorities with particular regard to reducing bureaucracy and resource management.

6. Establish, maintain and enhance SSAMI data warehouse(s) to exploit data harmonisation to enable multi-dimensional information applications e.g. TeamView, Find Force Skills.

7. Ensure web based applications are optimised to make the user experience at a high level and revisions to ensure these are carried out with a minimum of disruption.

8. Complete external data returns and requirements from business support systems, ensuring consistency and accuracy of data e.g. Home Office returns, Freedom of Information Requests and National Fraud Initiatives. Handle highly sensitive data (e.g. absence and diversity) appropriately and with regard to the Code of Ethics and relevant legislation.

9. Manage and develop the Force e-forms, including liaison with Procurement to ensure harmonisation with stores physical forms. Provide customer service, advice and guidance to all users.

c. **DIMENSIONS**: Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:
The SSAMI team is a well established team which has drawn together the management and development of Core business systems to direct and enable improved and consistent MI and business applications for the organisation.
Servicing the information / system requirements of users of SSAMI covering 40+ applications (TeamView, OATS, FFS, Audience Finder, CARMA) for over 8000 users.
Applications will draw in data from several sources (PeopleSoft, Payroll, CarPlan, DMS, Pipkins, Stores, DutySheet, NCALT, APTOS, Snowdrop, TRANMAN). Applications will also act as data collection tools to add value to the business with a view to reduce bureaucracy by replacing disparate spreadsheets with a central data warehouse.
Whilst the Force considers options with regard selecting and implementing an ERP solution it is recognised that the data and services delivered by the SSAMI team will complement and feed into any future solution. In the interim the team continually develop solutions to feed the growing demand for data and performance.
SSAMI applications range from simple reporting tools, drawing information from one or many sources, to full Business applications. The primary aim is to increase efficiency, exploit technology and reduce bureaucracy across the Force including Collaborative partners. The role is part of a team that creates rapid Web based applications, from inception to implementation, using techniques similar to AGILE/SCRUM.
Maintain and develop Commercial off the Shelf systems that deliver interoperability, data integrity, compliance, and promote productive working relationships with users – the two main COTS systems are Peoplesoft and Stores Portal/Action File.
The role requires a detailed knowledge of data held in core back office systems and the interdependency of the data held in disparate systems.
There is a high level of autonomy in the design of solutions and implementation of the databases which will be managed through the overall strategic direction of the Business Systems Information Accountant and Director of Finance.
The role requires working closely with all levels of staff and officers across the force depending on the task / project being undertaken. SSAMI applications are available and utilised by all individuals that have access to the TVP LAN which includes external customers.
The role requires a high level of influence and negotiation skills so that the best technical solutions can be delivered often from non-technical specifications for both technical and non-technical customers.

d. **CHARACTERISTICS OF THE ROLE**

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows (essential or desirable):	*E/D*
1. A high standard of education in relevant subjects e.g. Information technology / mathematics.	E
2. Proficiency in the Information Technology field with significant recent experience in working with and developing systems and databases, preferably with recognised IT qualifications.	E
3. Proven, recent experience in several of the following: Visual Studio, MS SQL Server, Javascript, Visual Basic, ETL, HTML, ASP.Net, Classic ASP.	E
4. High level of ability to prioritise and plan work according to a number of competing demands and requirements, with strong analytical skills and proven ability for problem solve.	E
5. An advanced level of computer literacy and expert level in use of MS Office tools to include VBA.	E
6. High level of experience in Systems administration of Organisation level application (e.g. HR, Duties or Accounting systems) as well as a high level of data and data structures in a HR, Duties and/or Financial system.	E
7. Ability to establish and nurture relationships with all aspects of the organisation to deliver a comprehensive service.	E
8. Excellent communication (technical/non technical), negotiating, presentation, facilitation and coaching/training skills including the ability to interface at all levels within the organisation as well external parties.	E
9. Work with a high level of integrity due to the sensitivity of the data with due regard to the code of ethics and relevant legislation (e.g. Data Protection, Computer Misuse Act etc).	E
10. Ability to work on their own initiative as well as the ability to work as part of a small team on larger scale projects.	E
11. Undertake Continuous Professional Development (formal or informal) to keep abreast with emerging technologies and practices concerning Web based applications.	E
12. Experience of public sector finance, human resources and procurement processes and techniques.	D