

Metadata developer

Job description

Grade	C
Level	15/16
Job family	IT software development and databases

Note: please refer to the role specification for detail on the specific role requirements and/or specific service or project requirements, i.e. specific or specialist skills, knowledge and experience that are required in addition to those referenced within the job description.

1. Background

Jisc is the UK higher, further education and skills sectors' not-for-profit organisation for digital services and solutions.

We:

- Operate **shared digital infrastructure and services**
- Negotiate **sector-wide deals** with IT vendors and commercial publishers, and
- Provide trusted **advice and practical assistance** for universities, colleges and learning providers

2. Purpose and scope

Jobs at this level are responsible for leading and managing the design, development and implementation of systems and technologies. They will lead contribution to the technical development of services in line with agreed service level agreements and plans, whilst contributing to planning and reporting to the wider organisation. Jobs at this level may involve managing a significant system at a Jisc wide level and being accountable for the development plan and enhancements for that system. The role would also involve improving the systems to address the business needs. The role would be responsible for building awareness around the features in the system among, both, internal and external parties.

At this level role holders will likely to be required to mentor some of the less experienced developers/staff. They will provide a longer term contribution to Jisc through the development of funding bids and operational plans, and attending conferences or national forums.

3. Key accountabilities and role outputs

Responsibilities will be expected to be developed and finalised over time and will include but will not be restricted to:

- Translate user requirements into the overall architecture, specification, design, and implementation of new systems, working with internal and/ or external providers
- Provide advice to, and work with technical members and/or customers across Jisc/ clients to ensure that products, services and project deliverables are of the required specification and expected quality
- Monitor the ongoing performance of relevant applications and infrastructure, and design, develop and implement reasonable changes to improve standards
- Assist in the training and career development of staff either at or below your own technical level

- Take on an increasing leadership role in mentoring junior staff and lead a small function.
- Contribute to the development of internal standards, policies and procedures
- Contribute to complex and broad reaching development projects involving multi-disciplinary working, perhaps in a lead role
- Impact on development of important aspects of Jisc’s service offer in terms of scale or future potential

Additional responsibilities that you may be required to undertake depending on the service or project requirements:

- *Liaise appropriately with external suppliers and/or funders on required specifications and delivery, negotiating and influencing stakeholders to ensure the best value arrangements are reached*
- *Contribute to negotiations of wider agreements and frameworks*
- *Ensure that SLAs are monitored and reviewed for their service areas, monitoring the performance and actions of staff and teams and suggesting and recommending changes and improvements*
- *Represent Jisc with external bodies and at conferences and give presentations and workshops as required*
- *Develop briefings or contributions to articles to further the position of Jisc in the market and build partnerships with relevant external agencies, internal and external Jisc bodies to enhance business performance and customer benefits*
- *Lead risk analyses for the introduction of new technology for development and infrastructure*

4. Skills, knowledge and experience

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant qualifications in appropriate technologies, eg degree or demonstrable equivalent experience 	<ul style="list-style-type: none"> • Chartered membership.
Experience	<ul style="list-style-type: none"> • Considerable demonstrable experience of following points • Understanding of designing and delivering programmes of work and projects • Demonstrable experience and knowledge of specific methodologies and their business implications • Experience of contributing to standard communities and networks 	<ul style="list-style-type: none"> • Knowledge and understanding of project management methodologies
Knowledge	<ul style="list-style-type: none"> • Demonstrable knowledge of relevant systems and processes, including the ability to develop and design new systems/processes • Sound professional expertise in relation to a technical/development specialism 	

	<ul style="list-style-type: none"> • Substantial understanding of relevant technology/ development language so as to be a technical expert, while still holding the ability to refer upwards • Specialist knowledge in the particular area or sector • Considerable knowledge and familiarity of developing solutions within service level agreements 	
Skills	<ul style="list-style-type: none"> • Strong verbal and written communication and interpersonal skills with the ability to listen to and interpret requirements, mentor and manage others, and negotiate and influence stakeholders • Good technical documentation skills and ability to produce clear documentation for complex information systems and workflows and excellent problem solving skills and ability to debug existing code • Strong team player, able to work in a matrix management environment. May be a team leader or mentor others 	

Important additional information

Your line manager will discuss all elements of the role brief with the appointee on appointment and after six months, recognising that some elements may need changing.

Jisc is a nationally based organisation and as such you may be required to travel on occasion as part of the delivery of your duties.

The above is provided for guidance, is not contractual, and is not an exhaustive list of all accountabilities that the post holder may have.