Business Solutions Developer

Candidate Information Pack
August 2022
Letter from the hiring manager

Dear Prospective Candidate,

Thank you for your interest in the role of Business Solutions Developer at St John's College, Cambridge. In this candidate pack we outline the purpose of the role and what we’re looking for in a candidate. If you’re new to the world of higher education or the University of Cambridge and its Colleges, I hope this document will give you a sense of what it’s like to work here.

This post is part of the new Business Solutions Team within the IT Department and is an exciting opportunity to work with the Business Solutions Manager and other key staff in College to develop current business systems and implement new systems where needed.

This new team will consist of the Business Solutions Manager, a Business Analyst and the Business Solutions Developer.

The postholder needs to have strong technical skills in software development, scripting and databases as well as an understanding of business systems.

If appointed, you will join a friendly team of nine staff in the IT department with a diverse range of skills. IT is increasingly key to the operation of the College and there is a great opportunity to get a very broad experience of IT service delivery.

Best wishes,

James Hargrave

IT Director
An overview of St John’s College, Cambridge

An inspiring place in which to work

St. John’s College is one of the largest of the University of Cambridge’s 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John’s has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about 250 staff.

The buildings and grounds of St John’s are a magnificent environment in which to work, but it is the people of St John’s who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John’s on the College’s website: www.joh.cam.ac.uk.

The IT Department

The College has a specialist in-house IT team, led by a newly appointed IT Director. The team provides hardware, infrastructure, applications and administrative and technical support to the Fellows, students and staff of the College. An IT review has recently been conducted and the new IT Director is leading a fresh approach to the leadership and management of IT within the College.

The IT department is now working in three small teams:

Support Team – runs all the front-line services such as the helpdesk, orders IT equipment, communicates with college members, provides AV support and IT training.

Infrastructure and Cloud Transition Team – manages on-site infrastructure such as the network, firewalls, acts as the key interface to outsourced service providers and leads the ongoing cloud transition.

Business Solutions Team – works with stakeholders across the College to understand the requirements for business systems and develops and manages these systems to enhance the operations of the college.
IT Department organisational chart
Job description

Principal responsibilities:

1) Develop business IT solutions across the College
   Work with the Business Solutions Manager, Business Analyst, Heads of Departments and the IT User Group, to develop business systems across the college (including finance, HR, accommodation management, service management, alumni and development systems)

2) Act as interface to external suppliers and the Infrastructure and Cloud Transition team
   To act as an interface to external software suppliers to integrate their solutions into the University and College environment developing appropriate authentication, access management and database solutions. This will include working with the Infrastructure and Cloud Transition team to ensure the availability appropriate on-site and cloud server environments for business solutions projects.

3) Write scripts and undertake small scale software development
   Write scripts and undertake small scale software development for business solutions projects ensuring that they are clearly documented.

4) Develop SharePoint, PowerBI and Teams solutions
   Develop solutions using Microsoft Office 365 technologies such as SharePoint, PowerBI and Teams for business solutions projects.

5) Co-ordinate the support of database systems
   Co-ordinate the support of database systems across the College including proactive management of database servers and cloud solutions.

6) Selection and implementation of business systems
   Assist in the identification and selection of new and replacement business systems, developing business cases where required and follow the established project management methodology to implement systems.
## Person specification:

| Qualifications, Knowledge and Experience | • Educated to degree level in information technology, information systems, computer science or a related field, or with equivalent work experience  
| | • Experience small scale software development and scripting  
| | • Experience of developing Sharepoint, PowerBI and Teams solutions  
| | • Experience of successfully planning and implementing IT projects  |
| Skills, Abilities and Competencies: | • Ability to work as part of a small team  
| | • Ability to communicate effectively to colleagues with a wide range of technical knowledge and abilities  
| | • Software development and scripting skills specifically SQL, PHP, VB, C++ and Power Shell.  
| | • Database support skills specifically Microsoft SQL Server and Microsoft Access  
| | • Project management and problem-solving skills  
| | • Ability to work with suppliers  
| | • Good communication, presentation and interpersonal abilities  
| | • A team player, able to work with and support other Departments across the College  
| | • Ability to lead cross-College Committees and Groups  
| | • An interest in and sympathy with the aims of the College |
Terms and conditions

Length of post: Permanent

Hours of work: 36.25 hours per week

Salary: The salary for the post will be between £30,476.96 – £33,970.47 p.a. (depending on experience)

Location: The role is based St John’s College in Cambridge.

Contractual benefits include:

• Membership of a Defined Contribution Pension Scheme after a qualifying period
• Additional Christmas salary payment
• Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

• Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
• Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
• Free car parking close to the College (subject to availability)
• Free use of an on-site Gym
• Free life cover

Read more about the benefits of working at St John’s at https://www.joh.cam.ac.uk/vacancies. The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.
Recruitment process

The deadline to apply is **12 noon on 5 September 2022**

For an informal discussion about the post please contact James Hargrave by email ITDirector@joh.cam.ac.uk

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

- by email to: recruitment@joh.cam.ac.uk
- or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.