University of Essex

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Closing Date: 1 July 2018
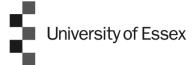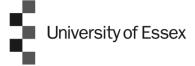
Interviews are planned for: 16 July 2018

University of Essex

JOB DESCRIPTION – Job ref REQ01438

Job Title and Grade:	Senior Software Developer, Grade 8
Contract:	Fixed-term, full-time until 31 March 2021 in the first instance. This post is fixed-term because there is uncertainty about its continued funding in the foreseeable future.
Hours:	A notional minimum of 36 hours per week
Salary:	£32,548 - £38,832 per annum
Department/Section:	UK Data Archive/Technical Services
Responsible to:	Director, UK Data Archive
Reports on a day to day basis to:	Lead Software Developer
Purpose of job:	The Senior Software Developer works within the Technical Services directorate of the UK Data Archive. This section provides support for the critical needs of the other divisions in the UK Data Archive, by installing, commissioning, configuring, developing, maintaining and updating internal and external systems which are in everyday use.

The post holder will be part of a small team of developers that is responsible for the design and implementation of Service Oriented Architecture (SOA) components, the maintenance and migration to the SOA of legacy databases, and the adoption and use of technologies required to manage new and novel forms of data. |

Duties of the Post:

The main duties of the post will include:

1. Reporting: Contribute to the coordination and collation of figures and information for quarterly, annual and ad hoc reports.

2. Design, implementation, quality assurance and maintenance of web services.

3. Design, implementation, quality assurance and maintenance of SQL-based data storage components.

4. Design, implementation, quality assurance and maintenance of NoSQL-based data storage components.

5. Migration of existing databases from client-server to Service Oriented Architecture usage.

6. Design, implementation, quality assurance and maintenance of utility scripts.

7. Adoption and use of technologies required to manage new and novel forms of data.

8. Creation and maintenance of programming specifications and other technical documentation.

9. Project management and team-working: Manage and participate in projects as appropriate; occasional representation of the section at management and other meetings; actively contribute to information exchange within the section and between other sections and service partners as appropriate. Management of occasional University of Essex frontrunners.
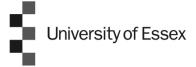
10. External training and capacity building: Contribute to upskilling external audiences in a range of technical best practices for web services and data storage and retrieval. Expectation to publish in journals, write blogs, and present at conferences and seminars, as appropriate.

11. Participate in collecting management information relating to the department's activities that can be used to track and improve procedure or services; report this information through the appropriate organisational channels.

12. Continuously seek to expand a range of skills in accommodating changes in the wider data access and technical landscape.

13. Recruitment: Assist section managers in the recruitment process, e.g. chairing and participating in interview panels, as appropriate.

14. As well as the main duties of the post, the post-holder will be expected to participate in various activities appropriate to their seniority.

15. Any other duties required by the UKDA Director or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:
For a full description of the terms of appointment for this post please visit:
http://www.essex.ac.uk/hr/current-staff/terms.aspx#

May 2018

PERSON SPECIFICATION

JOB TITLE: Senior Software Developer

Qualifications/Training

	Essential	Desirable
• Undergraduate degree (or equivalent qualification) in a computing or related subject, or equivalent relevant experience	☒	☐

Experience/Knowledge

	Essential	Desirable
• Experience of designing, implementing and maintaining RESTful web services in a production environment	☒	☐
• Experience of using ASP.NET C# in a production environment	☒	☐
• Experience of using a Continuous Integration and Testing approach for software development (using tools such as Jenkins, Git and JIRA) in a production environment	☒	☐
• Experience of developing utility scripts (using Ant, MS PowerShell or DOS batch) in a production environment	☒	☐
• Experience of designing and/or implementing components using NoSQL databases (key-value, column family, document, graph) for data storage	☐	☒
• Adoption and use of technologies to manage new and novel forms of data (such as Hadoop)	☐	☒
• Experience of data migration	☐	☒
• Experience of deploying and managing applications in the cloud	☐	☒
• Experience of using search technologies (such as Solr, Elastic search)	☐	☒
• Experience of developing and managing applications in a Linux environment	☐	☒
• Knowledge of DDI Codebook and/or Lifecycle standards for XML	☐	☒
• Experience of developing code using other programming languages (such as Java, R, Perl, Python)	☐	☒

Skills/Abilities

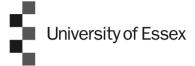|	Essential	Desirable
• Good interpersonal and communication skills, both orally and in writing	☒	☐
• Ability to create and maintain programming specifications and other technical documentation	☒	☐
• Able to quickly adopt and use new tools, technologies and ways of working	☒	☐
• Motivated self-starter with strong leadership qualities	☒	☐

Other

	Essential	Desirable
• Ability to meet the requirements of UK 'right to work' legislation*	☒	☐
• Can fulfil the staff vetting procedure for Government contracts (see general information for more details)	☒	☐

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the

successful candidate will be asked to provide documentary evidence to this effect. The University may be able to offer Tier 2 Sponsorship for this role. For further information about UK immigration requirements please follow this link https://www.gov.uk/government/organisations/uk-visas-and-immigration

May 2018

ADDITIONAL INFORMATION

UK Data Archive

Further information regarding the UK Data Archive and the UK Data Service may be found at the following links:

http://www.data-archive.ac.uk/
https://www.ukdataservice.ac.uk/

General information

Informal enquiries may be made to Amir Moradi, Lead Software Developer (telephone: 01206 874226 e-mail: amoradi@essex.ac.uk). However, all applications must be made online.

The UKDA is ISO27001:2013 certified. All UKDA employees have a responsibility to adhere to the Archive's information security policies and procedures. This post holds specific duties with regards to information security and is therefore subject to a Baseline Personnel Security Standard (BPSS) check, including verification of identity; nationality and immigration status; employment history (past 3 years) and criminal record.

Staff Vetting Procedures for Government Contracts

The University of Essex has Government contracts, some of which require it to access Government systems, information or data. We have a duty to protect these assets and this obligation extends to our employees.

Due to the nature of the work, applicants who are offered employment in this role will be subject to a vetting procedure before the appointment is confirmed to enable the University to verify the following for the successful candidate:

- Identity
- Employment history (for a minimum of the past 3 years)
- Nationality and immigration status
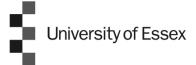- Criminal Record (unspent convictions only)

Criminal Record Disclosure Checks

We encourage all applicants to provide details of warnings, reprimands, cautions or unspent criminal convictions at an early stage in the application process. Should you wish to declare such information, please email the Resourcing Team in confidence, (resourcing@essex.ac.uk) attaching brief details, or alternatively post details to the Resourcing Manager, Human Resources, University of Essex, Wivenhoe Park, Colchester CO4 3SQ. This information is seen only by those directly involved in the recruitment process.   Should you be appointed to this post you will be asked to make an application for a Basic criminal record Disclosure. This only asks about unspent convictions. More information about the process can be at http://www.disclosurescotland.co.uk/.

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background to your offence. A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website:
https://www1.essex.ac.uk/hr/managers/recruitment/ex-offenders.aspx

People Supporting Strategy

Please find a link to the People Supporting Strategy following:
https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf

University of Essex

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

This document is produced by:

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