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Summary

Job title	Automation Competency Centre Developer
Division	University Administration Services (UAS)
Department	IT Services
Location	Dartington House, Oxford
Grade and salary	Grade 9 - £52815 - £61198 with a discretionary range up to £66,857 per annum
Hours	Full Time
Contract type	1 year - FTC or secondment
Reporting to	Competency Centre Lead
Vacancy reference	171555
Additional information	Whist this is a full-time post, we welcome applications from candidates who wish to work part-time (minimum 30 hours/0.8 FTE and/or flexibly).

The role

Reporting to a competency centre lead, the post holder is the part of a new set of activities emerging from the University's digital transformation programme (DTP) – competency centres. These are small teams of staff (usually 3.5 FTE) devoted to quickly raising the University's capability around key technologies. The competency centres (or 'centres of excellence') are modelled either as a 'go to' team, or one that is more embedded in the University. They offer a mixture of advice and guidance, development support, and training around a key technology or function.

The post holder will be required to work within a competency centre, providing technical leadership for the centre, carrying out platform development where needed, managing co-creation activities with third party providers, working with existing platform/service teams on roadmap development, building strong relationships with new/existing technical partners, improving technical skills within professional communities of practice, identification of new technical components to the IT Architecture team, and offering technical consultancy to colleagues across the University.

Responsibilities

Strategy and Planning

- Provide technical leadership for assigned areas and commensurate with expertise, including developing technical strategy and roadmaps within a competency centre and the wider University.

Operational

- Contribute to the day-to-day support and development of technical components/platforms, commensurate with technical expertise and experience.
- Lead the design, coding, testing and documentation of centre related developments, working from functional specifications, data models or detailed change requests.
- Ensure effective software development, delivery and quality assurance using appropriate methodologies, standards, procedures, and best practices.

Engagement

- Develop and manage relationships with suppliers, both external and internal.
- Develop and manage a stakeholder engagement and communications strategy to ensure effective communications between the Service and University stakeholders
- Contribute expertise and consultancy, working with other leaders, to the wider collegiate University as required
- Liaise with the stakeholders to understand technical training needs and with the centre training coordinator develop/identify appropriate training.
- Represent the centre on University groups and external technical forums

Personal development

- Maintain in-depth technical knowledge of industry trends and other assigned areas, including developments, trends and emerging technologies; take advantage of appropriate development opportunities; and advise the University on changes to the technology landscape.
- Extend and develop their expertise, technical skills, and knowledge through formal training courses and by self-development, thereby becoming a source of knowledge and expertise to the team, colleagues, and users.

Other

- Undertake other duties commensurate with the role and the grade as may be required by the line manager from time to time.

The post-holder will also take on a number of broad responsibilities that support coherent development policy and procedures across the systems they are responsible for, such as:

- Source Control and Release management
- Development Standards and code reviews
- Quality Assurance
- Development Technologies
- Documentation Standards
- Code Optimisation and Performance Tuning
- Reporting
- Technical infrastructure

In these areas of technical specialism, the post-holder will be responsible for agreeing, implementing, reviewing, managing and maintaining common approaches for the entire team. They will provide leadership, training and supervision, where appropriate, to other developers. The post-holder will be expected to act as role models in ensuring best practice in software development and the application of correct procedures and standards across any development team.

Selection criteria

Essential selection criteria

- Education to degree level in a computing or IT related subject or able to offer the equivalent in terms of professional training and experience.
- A strong track record in the full life cycle of software development using the Microsoft product stack: design, development, testing, source control, build and deployment.
- Familiarity with processes and recommended practice associated with IT service management.
- Expert knowledge in at least 3 of the following:
  - Development languages (C# .NET Java)
  - Data platforms (SSIS, Informatica, Denodo)
  - Cloud platforms (Microsoft Azure , Amazon Web Services, Google Cloud Platform)
  - Database (SQL Server, Oracle, IBM DB2, Infosys)
  - Integration (SAP PI, Oracle Cloud Integration, Boomi, MS BizTalk, Mulesoft, Apache Camel)
  - Development platforms (Dynamics 365, Salesforce.com)
- Demonstrable experience of troubleshooting complex, multi-system solutions

- Experience of using systems analysis and relational database design to extend existing database models or create new database structures.

- Careful attention to detail and an ability to demonstrate an understanding of the need for programming and documentation standards in development work.

- The ability to meet tight deadlines.

- The ability to work within, and contribute to, a team environment and build and maintain effective working relationships with customers, users and colleagues within the wider project team

- The ability to manage, plan and take responsibility for a range of tasks involving interaction with other developers, business analysts or users.

- Excellent communications skills, including the presentation of complex ideas to a variety of audiences, and the production of accurate written documentation.

- Proven ability to develop and enhance expertise in relevant areas of knowledge.

Desirable selection criteria

- Experience of working in the higher education Sector or with higher education institutions

- Certification in, or demonstrable knowledge of, ITIL or comparable IT service management methodologies

- Certification in, or demonstrable knowledge of Agile Development methodologies such as Scrum or SAFe including a working knowledge of continuous integration and automated deployment.

- Agile frameworks

- DevOps experience for work management, continuous integration and automated deployment

- Experience of building technical communities of practice or user groups

- Experience of presenting at public events

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will

contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:
https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

IT SERVICES

The role of IT Services is to ensure that the University of Oxford has the robust, reliable, and high-performing IT facilities it requires to support the distinctive needs of those engaged in teaching, learning, research, administration and strategic planning.

IT Services, headed by the University's Chief Information Officer, has around 320 staff across 2 buildings, an annual revenue budget of £22m and an IT capital plan of £60M across three years. The department is divided into groups covering infrastructure services, projects and programmes, software development, and customer services. Our aim is to attract and retain a workforce that is diverse, skilled, creative, and committed. We encourage flexibility in how we work, and welcome part time and flexible working arrangements. As a department we encourage a culture where we respect each other, are accountable for what we do, where we collaborate, give and receive constructive feedback and challenge one another. IT Services is a place where we value and recognise both our own and the contributions of others. By doing so we want to create a great culture to work in and a place where we all feel we belong.

For more information please visit: http://www.it.ox.ac.uk/

University Administration and Services (UAS)

University Administration and Services (UAS) is the collective term for the professional services departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: http://www.admin.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:
https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly hr@it.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.