

Post:	Information Systems Developer	Grade:	PO3
Directorate:	Corporate Services	Responsible to:	Assistant Director, Research, Development & Transformation
Team:	Research, Development & Transformation	Responsible for:	n/a

Purpose of Job

‘Digitalise’ existing processes, products and services, project managing implementation.

Design effective and efficient technological solutions that deliver great front- and back-office services.

With the Assistant Director, manage the continuous improvement of strategic technology systems and processes.

Main Duties and Responsibilities

1. Design, develop and implement improvements to housing management systems
2. Develop and maintain good working relationships with suppliers to benefit Poplar HARCA
3. Develop and maintain internal systems, including intranet, databases, scripts, web and GUI applications
4. Develop functionality for in-house applications.
5. Develop new applications.
6. Embrace failure as a means of encouraging innovation, using learning to improve
7. Ensure GDPR compliance
8. Integrate and develop systems making use of Web services/APIs.
9. Maintain a data dictionary
10. Maintain an expert knowledge of and skills in technological advancements
11. Maintain industry standard software development documentation and code release procedures
12. Make recommendations for improvements through the use of technology
13. Manage information systems projects
14. Proactively identify and mitigate risk
15. Provide management information using business Intelligence and AI tools
16. Revise, design and add to products that develop and support source code

General

Perform other duties as may be reasonably required by your line manager or other manager.

Undertake out of hours work and travel. Conduct yourself in line with the standards of conduct and behaviour detailed in Poplar HARCA’s standards. These include awareness of risk, health and safety, data protection, ICT use and embracing diversity.

Post:	Information Systems Developer	Team:	Research, Development & Development
Directorate:	Corporate Services	Grade:	P03

All criteria are essential unless stated otherwise.

	Criteria
1. Education, Qualifications, Training	a. Relevant degree or equivalent/comparable qualifications or experience
2. Skills / Orientation	Can: a. Communicate effectively with a variety of audiences b. Manage and deliver projects c. Problem-solve d. Write HTML / JavaScript e. Write transactional SQL
3. Experience	Has: a. Achieved under pressure in a fast-paced environment b. Created and used web services/APIs c. Developed MS SQL Server/ MYSQL/ Progress Databases d. Managed and delivered technological projects e. Used Business Intelligence systems (e.g. Business Objects) f. Worked with .Net Program Experience g. Worked with Visual Studio (VB.net, C#) Object Oriented Design principles h. Working with Orchard Housing System
4. Knowledge	Knows how to: a. Apply PPM methodologies including agile & waterfall b. Apply relevant legislation, regulation and best practice including (but not limited to) GDPR c. Apply skills across current and emerging technologies d. Design databases, data structures, and normalisation e. Integrate software and systems including API, web services etc. f. Maintain appropriate systems and procedures
5. Key Competencies	a. Achieving Results b. Informed and informing c. Open to change d. Partnership Working e. Personal Progress f. Problem Solving g. Putting others first