



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Information Systems Developer (Computer Support)
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 7: Salary £29,249 - £35,938 p.a.
Hours	Full-time
Contract type	Permanent

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2009/10 was £879.8m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £367m p.a., and more than 60 spin-off companies have been created.

For more information please visit www.ox.ac.uk

MPLS Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

For more information please visit: <http://www.mpls.ox.ac.uk/>

Department of Computer Science

The Department of Computer Science, University of Oxford has one of the longest-established Computer Science departments in the country. Formerly known as the Oxford University Computing Laboratory, it is home to a community of world-class [research](#) and [teaching](#). Research activities encompass core Computer Science, as well as [computational biology](#), [quantum computing](#), [computational linguistics](#), [information systems](#), [software verification](#) and [software engineering](#). The department is home to undergraduates, full-time and part-time Master's students, and has a strong doctoral programme.

For more information please visit: <http://www.cs.ox.ac.uk/>

Job Description

Overview

With the growth in demand for the development of internal systems, and a call on the existing Information Systems Developer to divide their time between core departmental systems and research ones, there is scope for an additional Information Systems Developer. This post is part of the Computer Support Staff team who provide support services to the Computer Science staff and students. It is full-time, established, and funded from the Department income. The post reports directly to the Computer Manager.

Main Role and Duties

The main role is to work alongside the current Information Systems Developer as a database analyst, data modeller, and software engineer to develop the Department's "corporate" information systems and interfaces, and the integration of it with other repositories within this or other departments/units of the university. Secondly, there is a responsibility towards developing and maintaining the web services but not the content, although advice to staff on how best to store and present content may be needed from time to time.

System Details

The core database systems are generated by a model driven tool that is unique to the department although other systems exist in mysql. The whole resides within a standard linux/apache/tomcat set up.

The maintenance and development of the underlying platform together with the rest of the network and other infrastructure is primarily the responsibility of other members of the support team.

Duties and Responsibilities

- Liaise with Academic and Administrative staff to understand systems requirements and developing systems solutions to meet these requirements;
- Advise the Department Information Systems Group on the deployment of systems to support the department's operation;
- Preparation of system development project proposals for approval and scheduling;
- Ensure continuity of database and web server operations;
- Planning, implementation, and testing user interfaces for learning and administrative support;
- Develop whole system from the data model through to interface;
- Producing comprehensive documentation for both users and technical support;
- Providing technical and development support for users;
- Take ownership of incidents reported on any of the web and database systems, carry out the analysis and testing necessary to identify and implement a solution;
- Ensuring that users are kept fully updated on system changes and improvements and regularly seeking feedback on the user experience;
- The post-holder would be expected to develop and maintain relationships with individuals both within and outside the University to develop ideas on best practice;
- Other appropriate duties as assigned from time to time.

Selection Criteria

Essential:

- Previous experience in a similar role either in industry or an academic environment.
- Strong written and verbal communication skills including the ability to explain complex technical information and processes to those who may not have a technical background;
- Demonstrable ability in preparation of development requirements;
- A proven ability to solve problems and work under their own initiative with limited supervision;
- Experience of and ability to work collaboratively and as part of a team;
- Understanding of entity relationships;
- Significant experience of
 - related web technologies, including HTML, CSS, JavaScript, HTTP, XML, and XSLT;
 - writing and maintaining Java programs, preferably with eclipse;
 - write web applications in JSP;
- A willingness to learn new skills;
- Proven skills in development testing.

Desirable:

- A good undergraduate degree in computing science;
- An understanding of university administrative systems
- Member of BCS.

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/research/

Salary and Benefits

Salary will be on the University grade 07S scale (currently £29,249 - £35,938 p.a.). This is a permanent post.

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

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

Candidates must also ask their referees to consider this job description and email their reference directly to job10@cs.ox.ac.uk or, alternatively, post or fax it to: The Administrator, Department of Computer Science, Wolfson Building, Parks Road, Oxford OX1 3QD, such that the reference arrives by, or shortly after, the advertised closing date.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.