# Candidate Information

**Position:** Graduate Trainee - Analyst / Programmer
**School/Department:** School of Pharmacy
**Reference:** 22/110568
**Closing Date:** Monday 30 January 2023
**Salary:** £29,619 - £34,308 per annum.  On successful completion of training (estimated 2 years) the successful candidate will move to Grade 7 (currently £35,333 per annum).
**Anticipated Interview Date:** Monday 13 February 2023
**Duration:** Available until 30 November 2025.

## JOB PURPOSE:

To provide IT development and support services and contribute to the implementation, development, administration and support of NICPLD services, applications and our hybrid cloud and on-premises computing platform. To deliver, improve, support and transform IT services through digital transformation and automation, embracing Agile development and taking a DevOps approach.

## MAJOR DUTIES:

1. Work as part of a team to identify, develop and implement Agile solutions to support the University's business functions and digital transformation projects across education, research, and administration.
2. Use the latest technologies to ensure the continuity, performance and security of the NICPLD education and training computing platform.
3. Design and deliver specialist IT solutions to deliver service efficiency and improvements.
4. Develop and support business systems and services to agreed standards of quality and efficiency.
5. Work within teams – which may be cross-functional - to ensure the delivery of a high quality, integrated set of services to users.
6. Effectively manage own career development programme to ensure learning & development is applied within the job role.
7. Adopt a proactive approach to the identification and resolution of potential problem areas.
8. Adopt a proactive approach to the identification of opportunities for web-based solutions and service enhancements to meet the needs of colleagues and end users.
9. Ensure the effective maintenance of information and documentation, e.g. education and training resources, user documentation, maintenance schedules and online systems.
10. Liaise with internal partners in the specification, installation, support, and maintenance of digital services.
11. Provide specialist/professional advice, information and assistance to users to resolve problems and to maximise service quality, efficiency and continuity.
12. Carry out any other duties that are appropriate to the post as may be reasonably requested by senior management.

## ESSENTIAL CRITERIA:
1. Have or be about to obtain a degree, or higher degree, in a subject with a significant numeric or computing component.
2. Knowledge of web development skills using HTML, CSS and JavaScript frameworks and latest web development tools such as vscode, sublime or similar and browser devtools.
3. Knowledge of high-level programming languages such as C# .NET or PHP.
4. Knowledge of design software such as Adobe Photoshop or similar.
5. Ability to work as part of a team and on own initiative.
6. Ability to plan and schedule competing work/project demands and work to tight deadlines.
7. Ability to communicate technical information with clarity and effectiveness.
8. Excellent communication skills, written and verbal, with the ability to work with staff at all levels.
9. Must be willing to occasionally undertake essential systems / development work outside of 'normal' working hours when essential for service delivery.

**DESIRABLE CRITERIA:**

1. Professional development and/or support experience working in a relevant information or computing environment.
2. Experience of supporting or developing business systems using high-level programming languages such as Java, C# .NET, PHP.
3. Experience of working with web technologies e.g., HTML, CSS frameworks and JavaScript frameworks.
4. Experience of working within a structured IT environment with exposure to methodologies and frameworks e.g., Agile, Prince, ITIL.
5. Experience with knowledge of developing learning resources using elearning software.
6. Planning and project management skills; good interpersonal and presentation skills.
7. An interest in new technologies and an understanding of how they can be used in the development and support of software applications/services.