P03CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Office of the Chief Executive** | **SERVICE GROUP: West Yorkshire Pension Fund** |
| **POST TITLE: Apprentice IT Professional – Development**  | **REPORTS TO: Senior IT Professional** |
| **GRADE: P03****Age 18 + - Year 1 - 80% pa** **- Year 2 - 95% pa** | **SAP POSITION NUMBER :**  |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:**  |
| To undertake an Apprenticeship Scheme within the Department of Place for which the main purpose of the role is:-To maximise the effectiveness of West Yorkshire Pension Fund’s (WYPF) IT by the selection, development, implementation and ongoing enhancement of IT systems in use within the department.To support users of WYPF’s IT systems, both internal and external within our client base, to enable maximum benefit to be extracted from our systems.To act as WYPF’s specialist in the areas covered by this post, and to maintain working knowledge of other specialisations within the IT Team in order to provide cover during absence of colleages and maximise the flexibility of the team.The apprentice will follow a programme of training relating to the role and achieve the appropriate skills, competencies and qualifications of the role by the end of the training programme. |
| **Main Responsibilities of Post:**  |
| The apprentice will work towards achieving the relevant skills, competencies and qualifications in order to be able to:-* Work as part of a team within the IT Team by maintaining a working knowledge of all aspects of the teams work in order to provide a flexible service to WYPF’s users and external clients and cover for colleages during periods of absence.
* Advise the IT Systems / Projects Manager on items relating to WYPF’s IT strategy.
* Maintain IT system and quality management system documentation governing WYPF’s IT systems and operations.
* Provide first and second line support for WYPF’s IT systems to both internal users and external clients, raising development and support requests with external system suppliers when necessary.
* Identify opportunities for improvement within WYPF’s service offering, operations and IT systems and make recommendations to colleagues and management as required.
* Testing of new system developments and new releases of software by suppliers.
* Maintain a constant awareness of information security, taking action as appropriate to ensure compliance with EU and UK law, and council standards. Provide professional advice to colleagues across the department.
* Provide training in specialist area to colleagues within the team, across the section and WYPF’s client base as appropriate.
* Deputise for the Senior IT Professional as required.
* To carry out any other duties as required, which are reasonable in terms of the nature and level of the post.
* Designing, developing and delivering complex applications using a range of languages and tools, in particular, .NET (C#), HTML and JavaScript frameworks itilising thorough understanding of the principles of Object Orientated development, design patterns and n-tier applications.
* Designing, writing and testing PLSQL code including stored procedures, functions and query optimisation.
* Advise on software architecture and how your work is deployed in production.
* Advise on security and performance aspects of applications.
* Ad-hoc reporting from data held within WYPF’s databases, often of complex requirements.
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| **Structure:** |
| **Special Knowledge Requirement: Essential for shortlisting.**  |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** |
|  | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level  of sensitive interaction with the public,( e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview:a) Can express themselves fluently and spontaneously , almost effortlesslyb) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language  | X |
| Able to carry out the working practices, procedures and basic operations across a specialist area or number of specialist areas within WYPF’s IT Team. |  |
| Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own area and/or other areas of work ( inc legislation). |  |
| Uses a range of specialist ICT systems across own work area and or across other areas of work. |  |
| Knows and understands how to use, interpret, handle and communicate complex information. | X |
| Can demonstrate an understanding of the system development process including requirements analysis, design of applications, development, testing, commissioning and handover to ongoing support. | X |
| Knowledge of relational database concepts like tables, indexes, constraints, transactions, and object-relational mapping. | X |
| The principles and application of a range of languages and tools, in particular, .NET (C#), HTML, JavaScript frameworks, SQL and Oracle PL SQL | X |
| Can demonstate an understanding of the principles of Object Orientated development, design patterns and n-tier applications. | X |

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| **Relevant experience requirement: Essential for shortlisting** |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.  |
| GCSE Maths and English at Grades A-C or 9-4 and be able to demonstrate Level 1 or above in Maths and English through assessment before interview.  |
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| **Relevant professional qualifications requirement: Essential for shortlisting** |
| Level 3 qualification in Software Development or a relevant Level 3 qualification ordemonstrable experience at that level. |
| Core Employee competencies at manager level to be used at the interview stage.  |
| **Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.  |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.  |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |
| **Management Competencies: to be used at the interview stage.**  |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |
| **Working Conditions:**   |
| Must be able to work evenings, weekends and Bank Holidays on an occasional basis as required by the needs of the service.Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  |
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| **Special Conditions:**  |
| You will outline here if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.The apprentice will follow a programme of training relating to the role and achieve the appropriate skills, competencies and qualifications of the role by the end of the training programme.The Apprentice will train to Higher Level (4) in Software Development as part of the Apprenticeship. |
| **Compiled by: Yunus Gajra****Date: 9 October 17** | **Grade Assessment Date:** | **Post Grade: P03** |