# e:Vision Developer

## Job Specification

Date created: February 2025

## JOB DESCRIPTION

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|---|---|
| Employment status: | Full time, permanent |
| Hours: | Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role follows this pattern |
| Location flexibility: | The place of work for this role is **Remote**, spending your total working time at home, which must be within the UK |
| | Working at home is only possible if your environment meets certain conditions – see the **Attachment** to this Job Specification document – and if not, you need to work at Horizons |
| | You may, on occasions, be asked to attend the Horizons office to attend business-critical meetings or training events |
| Department: | Chief Operating Officer |
| Line manager: | Emma Stone, Head of Student Information Systems |

### Role summary

The Student Information Systems (SIS) team contribute to UCEM's technical excellence through the scoping, development, testing, and release of new systems and applications. These are developed in house in C, .NET or e:Vision as appropriate and support UCEM's services as an online provider of Higher Education. The SIS team help to ensure that processes are seamless and automated, which make working at UCEM a modern and efficient experience for all employees.

As an e:Vision Developer, you will be working on a wide variety of Tribal applications (SITS and SID) used by staff and students, as well as integrations with third party software applications. The role covers the full development lifecycle from requirements capture to deployment, including testing and release management processes.  Knowledge of SITS processes is required as you will be supporting on SITS queries and errors as reported by users.

You will actively participate in the UCEM development process, including attending project review meetings and catch-ups with stakeholders. You will be liaising with colleagues across the business, taking responsibility for the successful delivery of the projects you work on. You will produce technical documentation to ensure that all new applications can be managed effectively by fellow developers and analysts.

# Job Specification

## Role accountabilities and responsibilities

- e:Vision configuration and content development, including:
    - Portal administration including set-up, maintenance and administration of the e:Vision portal
    - Task Management
    - Vistas and Data Maintenance facilities
    - SRL – Standard Letter/Report facilities
    - STUTALK
    - Student Information Desk
- Developing and maintaining a full technical and functional appreciation of UCEM's SITS:Vision system and its interfaces in relation to other information systems.
- Acting as a technical and process expert for e:Vision and ensuring that all relevant supporting documentation is maintained.
- Developing and maintaining relationships with system users at all levels, acting as a key interface point within the SIS team.
- Creating technical documentation to support all development undertaken, working closely with the Business and Test Analyst to ensure that all developments are thoroughly tested and signed off.
- Maintaining an up-to-date knowledge of appropriate systems and technologies, participating in Tribal and sector interest groups and forums.
- Coordinating the testing and roll-out of system upgrades or updates for e:Vision and SITS.
- Ensuring ongoing data validation and compliance with Data Protection/GDPR.
- Ensuring change management for system changes are implemented in accordance with agreed procedures.
- Working with external consultants on the implementation of new features or the fixing of issues.
- Increasing the level of efficiency and automation of key functional areas.
- Supporting and developing knowledge of other UCEM Student Record Systems and data management tools which may include software such as PICS, PowerBI, dotmailer, and Agresso.
- Supporting the Head of SIS in delivering UCEM objectives, undertaking any other duties that fall within the scope of the role.
- Participating in the evaluation of different solutions, recommending solutions appropriate to functional, time, technological and/or financial constraints.
- Creating the technical design in preparation for the construction of/modification to the SITS platforms.
- Resolving SITS help calls raised to you by the appropriate channels. This needs to be within scope of the team's SLAs and includes providing feedback to the Business Owners.

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| Line management responsibility: | NONE |
| Budget responsibility: | NONE |

In this role you will liaise with:

All UCEM departments and teams to ensure bespoke technologies meet requirements for all internal stakeholders

## PERSON SPECIFICATION

Assessment Criteria:     A = Application     I = Interview     T = Test

X denotes both essential and desirable requirements plus how these will be assessed

| Qualifications and training | Essential | Desirable | A | I | T |
|---|---|---|---|---|---|
| Relevant IT qualifications (Software Development, Software Testing, SQL certification) | | X | X | | |
| AGILE or Prince2 qualifications | | X | X | | |

# Job Specification

| Degree level qualification | | | X | X | | |
|---|---|---|---|---|---|---|

*Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application*

| Previous experience | Essential | Desirable | A | I | T |
|---|---|---|---|---|---|
| In a similar role including experience and skills with:<br>• Tribal product development, particularly e:Vision and STUTALK<br>• Microsoft SQL Server and Transact-SQL<br>• JavaScript, jQuery, CSS, HTML, XML | X | | X | X | |
| Developing technical documentation to support developments | X | | X | X | |
| Using the Tribal SITS:Vision Student Record System to manage student and applicant data | X | | X | X | |
| e:Vision development using the full suite of tools available | X | | X | X | |
| Experience with:<br>• Microsoft .NET Framework, particularly .NET5, including ASP.NET MVC using C#. Experience of .NET Core would be advantageous<br>• Windows Services<br>• SSRS (SQL Server Reporting Services) & SSIS Packages (SQL Server Integration Services)<br><br>Source Control - GIT | | X | X | X | |
| Using PowerBI and setting up data integrations with SQL and other databases | | X | X | X | |
| Working with relational databases using SQL/TSQL | | X | X | X | |
| Developing applications which utilise Microsoft Azure for authentication | | X | X | X | |
| Working on process review and managing change | | X | X | X | |
| Working within Student Record Systems other than Tribal SITS:Vision | | X | X | X | |
| Experience within the education sector | | X | X | | |

| Other skills, knowledge, and aptitudes | Essential | Desirable | A | I | T |
|---|---|---|---|---|---|
| Communication skills; both written and verbal<br>The ability to describe complex technical solutions to technical and non-technical audiences | X | | X | X | |
| Organisational skills | X | | X | X | |
| Problem-solving skills | X | | | X | |
| Analytical skills with a strong eye for detail | X | | | X | |

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| | Essential | Desirable | A | I | T |
|---|---|---|---|---|---|
| Self-motivated with the ability to work flexibly and adapt readily to changing circumstances | X | | | X | |
| Passionate about learning and sharing new skills | X | | | X | |
| Documentation skills and the ability to deliver system documentation in a clear, concise format which is easy to follow and understand | X | | X | X | |
| Knowledge and understanding of the administrative and business processes related to the student journey within the higher education sector | | X | X | X | |
| **Other requirements or special requirements** | **Essential** | **Desirable** | **A** | **I** | **T** |
| Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: https://www.ucem.ac.uk/core-values/ | X | | | X | |
| Commitment to delivering positive outcomes for our students; we want our students to be successful | X | | | X | |
| You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, Prevent, EDI, and Anti-bullying, Harassment and Sexual Misconduct | X | | | X | |

# PAY & BENEFITS

- Salary range £40,000 to £50,000 per annum.
- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days; all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place.
- Pensions auto-enrolment to the People's Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay, where applicable).
- Wellbeing support and full access to the Employee Assistance Programme as well as the Thrive Mental Wellbeing app. Several UCEM employees are trained Mental Health First Aiders and can support staff.
- Cycle to Work and Electric Vehicle salary sacrifice schemes and access to Tax-Free Childcare (Government scheme).
- For Horizons based roles, we may in the future be able to offer parking on site however you must not assume this will be possible. Every now and then we may have a spare parking space become available and you can ask to join the waiting list. UCEM is keen wherever possible, to encourage staff to commute as sustainably as possible.
- Life assurance cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to range of lifestyle discounts (savings on everyday purchases) and access to two learning platforms.

*On the Join the team page of our website, you will find the full list of employee benefits at UCEM*

# Job Specification

## APPLICATION PROCESS

**IMPORTANT!** All job applications must be sent to recruitment@ucem.ac.uk and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application. In addition, if you apply for this job on the recommendation of an existing UCEM employee, please make sure to mention their name within your application.

To apply for this role, please send the following to recruitment@ucem.ac.uk (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability* for the role; AND
3. A completed **Recruitment Check Form** which is available from the *Current vacancies* page of our website.

The above items constitute a **complete** job application.

*We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: https://www.ucem.ac.uk/our-vision/

We are committed to driving forward our sustainability agenda to secure a sustainable future and our long-term ambition is to be the world's most sustainable university. We recommend you visit our website to find out more about our **Sustainability Strategy**: https://www.ucem.ac.uk/sustainability/

If you are an existing UCEM employee, we request you inform your current line manager of your intention to apply for this role.

NO AGENCIES: We are not using agencies for this vacancy, and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

## Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact Emma Stone on 0118 921 4600 or email e.stone@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 2454/2433 or email recruitment@ucem.ac.uk

## Closing date and next steps

Wednesday 12 March 2025 at 5.00 p.m.

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

## Interview details

Dates for interview will be advised to you later in the process.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Interviews are normally carried out over Zoom, Microsoft Teams, and we may invite you to visit our Reading office, especially when this is your place of work.

# Job Specification

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.

## Equality, diversity, and inclusion

Here at UCEM we champion equality, diversity, and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

## Pre-employment checks

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.

# Job Specification

## Attachment – homeworking environment

UCEM is a **flexible employer** and flexibility is built into different places of work location. As such, it is reasonable to ask employees to adhere to some **general principles and ways of working**, in order to make sure flexibility offers value to everyone, including UCEM.

In addition, if all or part of your working week involves working at home, your home environment must meet certain conditions. Otherwise you will be required to work in the office at Horizons.

### General principles

- All employees regardless of place of work will be required to take an online Display Screen Equipment (DSE) assessment and repeat this at such intervals as may be instructed by the Facilities Management Team. The purpose of this is to look after your health and safety at work.
- All employees must adhere to UCEM IT Security and Data Protection policies in their place of work.
- All employees will be expected to be accessible to colleagues during their normal working hours and ensure their Outlook Calendars reflect the accurate place of work.
- All line managers will be expected to be accessible to their team and will be responsible for ensuring the performance of their team.

### Remote (Home) requirements and conditions

- Where your place of work involves working at home, you must have suitable conditions in which to work.
- As a minimum, your UK home location must be able to accommodate the UCEM technology and equipment. What this means in practice is that you must have sufficient space in which to house the technology and equipment safely and securely.
- In all cases, UCEM technology and equipment can only be handled and used by you, the employee. It must not be accessible to any other household member, at any time.
- When you are working remotely as part of the DSE assessment, you will be required to provide evidence that your working environment meets DSE requirements, such as providing a photo of your workstation setup.
- You must also provide a secure and reliable internet connection which allows you to work as effectively as if you were in Horizons, **including undertaking video and audio calls and connecting permanently to the VPN**.
- In the case of known broadband outage you should plan to work at Horizons or elsewhere – noting that elsewhere must still meet the place of work requirements. Should you be unable to do either of these options, you will be required to take holiday. In the event of unexpected outage, you should discuss with your line manager whether you need to find an alternative place of work or take holiday.
- For the avoidance of doubt, the provision of the required broadband, will be self-funded.
- It is expected that you will house technology and equipment at a suitable work desk, which gives you the space needed to work safely and confidentially. This space in your home must be away from other household users, such as space in a room which is not frequented by other household members.
- Your work environment must remain professional at all times. This means you must be able to work remotely without interruption from household members and noise, and your surroundings should mirror what an office environment would look like (clean/tidy, free of clutter and distractions).
- It is not appropriate to work from a sofa or other location which is not in keeping with presenting a professional work environment. Opting to use the blurring function on Teams/Zoom is not an acceptable workaround.
- If you do not have space to accommodate these requirements or your circumstances change, you are not permitted to work at any location other than Horizons.