About us

Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to Junior Members.

There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building, one of the more attractive in Cambridge. Further information is available from the College’s website www.magd.cam.ac.uk.

Role Summary

Reports to: Head of IT

Purpose of job: The College seeks to appoint a full-time IT professional to support and maintain the College’s database, application and web systems, ensuring their availability and compliance. To implement robust and reliable systems that provide a feature set that meet the College’s needs. The post holder will lead projects for the delivery on updates and migrations to new systems where appropriate. They will inform the College on best practice and emerging technologies in database, application and web systems so that it can make best use of the technology budget.

The Web Applications Developer will work as part of the wider IT team to assist where required in other technology focused tasks.

Department Information

In addition to this role the College IT Department comprises: Head of IT, Windows System Administrator, IT Systems Administrator and IT Technician. The team is responsible for the effective running of all of the College’s IT systems, network infrastructure and audio-visual requirements.

The College has Windows 10 desktop with Office 365 installed as well as a number of standard packages such as Dynamics Accounts, Earnie Payroll and Forum Room Booking software. There are a number of bespoke systems developed using MS Access to support the various departments with their specific requirements and web-based systems developed using WordPress.

The team provide front line support to all staff, students, Fellows and guests.
Job Description

Main Duties and Responsibilities

System Development and Support

- Develop, implement, and support web-based and in-house application systems. These provide a variety of functionality from room booking to web-based data collection forms. These are mainly web based either hosted locally or in Microsoft Azure.
- Support and maintain the College’s SQL databases, ensuring efficiency and accessibility to front end systems as required.
- Work with the University of Cambridge IT teams to ensure connected systems work as expected, such as CamSIS.
- Develop ad-hoc solutions to help staff work more efficiently.

College Website

- Provide hands on support for the College Website (hosted externally)
- Support the College Website content owner
- Liaise with hosting partner on changes and updates

AD Hoc Support

- Assist the wider team with projects and support when required.

Key Contacts

- IT Team
- Heads of Department
- University Information Services
- Student leads
- IT providers of business systems/solutions

Person Specification

Without being too prescriptive, it is expected that the successful candidate will have a broad range of relevant sector experience, skills and knowledge to carry out the role successfully.

Knowledge and Experience:

- A degree in computer sciences is desirable
- Relevant industry qualifications
- Knowledge of the following is required:
  - SQL - MS SQL/Express/MySQL
  - Web languages e.g. PHP/.net/javascript/HTML
  - Web CMS – Wordpress 6/Drupal 9
  - Understanding of UI/UX design
  - Hosting Platforms - Azure/AWS
  - Operating Systems – Microsoft Server/Linux
  - IT security principles and applicable laws
• Knowledge of the following is desirable:
  o API Technologies
  o MS Access
  o VB scripting
  o Knowledge of networks at layer 3-7
  o General IT systems knowledge
  o University of Cambridge IT Arrangements
  o Project delivery methodology including the importance of User Acceptance Testing

Personal skills and abilities

• To be able to work effectively in a team
• To have a customer focus
• To be approachable and friendly
• To have great communications skills, have the ability and desire to liaise with stakeholders at all levels
• To be focussed and have a structured approach to work in order to achieve agreed project deadlines
• To be able to work in an independent manner, including agile thinking and working on one’s own initiative
• Experience of working in similar or related organisations with a track record of success and delivery
• To be hard working and dedicated to providing solutions
Remuneration and Benefits

Remuneration
The salary is up to £40,000 per annum dependent upon skills, abilities and experience.

Ongoing Professional Development
Magdalene College is supportive of ongoing professional development. It is a priority for all team members to value and enjoy keeping up to date with industry developments and examples of excellence.

Hours of Work
37.5 hours per week. There may be a need to attend College out of hours in case of an emergency.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court, these can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John’s College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle. Please note we cannot guarantee a car parking space.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day.

Family Friendly policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax Free Childcare scheme recently introduced by the government to replace Childcare Vouchers

Probationary Period/Notice
There will be a six-month probationary period and a two-month notice period once the probation is completed.
How to Apply
Please submit a CV and one page covering letter or download and complete both parts of the application form from www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries
Further enquiries about your application may be made by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

Closing Date
9am Tuesday 19 April 2022 (although we reserve the right to withdraw the advert before this date if we have sufficient interest).

Interviews
TBC