Magdalene College
CAMBRIDGE

IT Systems Developer
Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the 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 the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 320 are undergraduates and 180 are postgraduates. There are 40 Fellows, headed by the Master, who make up the Governing Body of the College, a number of Research Fellows as well as Emeritus and Honorary Fellows.

On the non-academic side, there are approximately 105 employees in all, split between the various departments of the College, including Porters, Housekeeping, Maintenance, Gardens, Conference, Catering and Buttery, IT, Libraries, Development, College Office, and Tutorial and Admissions.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Overview of Post

The incumbent to this post will be joining a small friendly team increasing the total number to 4. The post will primarily be a web application development and support role although the successful candidate should also be willing to assist in other application support areas if called upon. This is an ideal opportunity to influence the path of Web development in the College.
The College has a number of systems developed using Microsoft Access and Microsoft SQL server and some web based systems using Ruby on Rails, PHP and MySQL. The position offers the opportunity to gain a broad experience in all areas which the Computer Office is responsible for and can be adapted to suit the individuals experience and interests.

The scope of the Computer office covers many areas: network infrastructure, servers, desktops, applications, telephone, CCTV, door locks, security, EPOS, internet, web server, audio visual and everything which is entailed to deliver in these areas. The Computer office interacts with all departments in the College and strives to provide a good service to all staff, fellows and students with a willingness to go the extra mile.

The position will suit someone who is able to work on their own with minimum supervision, is self motivated and willing to be flexible. They should have solid experience of developing a number of web applications as well as good general knowledge of desktop applications. Working hours are flexible provided they are agreed with the Computer Officer.

**Key Responsibilities**

1. **System Development and Support**
   - Develop and implement new web based systems such as:
     - Ad-Hoc bookings (e.g. supervision rooms, fives court, punts)
     - Library image archive
     - Rooms ballot
     - Viewing accommodation rooms
     - Conference registration
     - Student tutor appointment system
   - Develop ad-hoc solutions to help staff work more efficiently
   - To support and maintain the in-house developed systems which include the following systems:
     - Network Registration system – web based
     - Formal Hall booking system – web based
     - Exeat – student tutor appointment system – web based
     - MagdAdmin – The core system which provides a register of all current members of the College and is the enabler for all other systems
     - Job Maintenance system – manages work requests for maintenance department.
     - Kitchen Sales Database – fellows and students meal billing
     - Wine Database – Fellows wine management
2. Website

- Support the College Communication Officer as required
- Provide backend support for College Website
- Provide secondary support for managing and updating the College Website using Drupal
- Provide development skills as required

3. Other Duties

- To help provide cover for other members of the team when they are on holiday or sick leave.
- Provide support and advice to all members of the College with regard to IT matters or direct them to the appropriate University resource.
### Person Specification

The following criteria are appropriate to this post:

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications, experience and background</strong></td>
<td><strong>Degree or equivalent qualification</strong></td>
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<tr>
<td>• A-level or equivalent</td>
<td>• Experience in providing IT support in a variety of areas</td>
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<td>• Web Application development</td>
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<td>• Proven experience of end to end development from project scope definition to end user delivery</td>
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<th><strong>Specific knowledge/skills (technical)</strong></th>
<th><strong>Experience of using Microsoft Systems in particular MS Access and MS SQL Server</strong></th>
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<td>• Solid Linux and Apache configuration experience</td>
<td>• MS Windows Server, AD, Exchange, Hyper-V</td>
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<td>• Sound knowledge of MySQL, Drupal, PHP, JavaScript, and HTML</td>
<td>• Knowledge of Mac OS X and iOS</td>
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<td>• Database design and implementation</td>
<td>• Experience of developing iOS apps</td>
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<td>• Experienced in developing both web and desktop based applications</td>
<td>• Ruby on Rails</td>
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<td>• Experience of working with Container Platforms</td>
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<td>• Good general knowledge of networking</td>
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<td>• Familiarity with LAN/WAN, IP and VLAN’s structures</td>
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<th><strong>Personal attributes</strong></th>
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<tr>
<td>• Good interpersonal skills for dealing with people at all levels</td>
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<td>• Ability to communicate technical issues clearly and with consideration for others’ understanding</td>
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<td>• Self motivated problem solver</td>
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• Ability to use initiative to identify potential ways to develop new solutions.
• Excellent analytical skills
• Clear logical thinking
• Ability to pick up new skills as required.
• Ability to work alone and as part of a team
• Ability to manage own time effectively
• Trustworthy

Salary and Conditions
• The full time post will be 37.5 hours per week, a part-time position with a minimum of 25 hours per week will be considered for the right candidate. The salary offered for the full time post is £28,000 - £32,000 per annum, dependent on qualifications and experience.

• 25 days annual leave plus 8 Bank Holidays per year.

• A free lunch is available when on duty (non-contractual).

• Other benefits include: cycle to work scheme, Medicaid scheme, and the use of sports facilities.

• There will be a six month probationary period.

• The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

Closing Date: 18 March 2019

Interviews: TBC