Job Description & Person Specification

Last updated: July 2019

JOB DESCRIPTION

Post title:	Software Engineer
Academic Unit/Service:	School of Electronics and Computer Science
Faculty:	Faculty of Engineering and Physical Sciences
Career pathway:	Education, Research and Enterprise (ERE)	Level:	4
*ERE category:	Enterprise pathway
Posts responsible to:	Principal Enterprise Team Leader
Posts responsible for:	N/A
Post base:	Office-based

Job purpose
Undertake software development work on a range of customer and internal projects. To work with the EPrints repository software platform as well as other platforms, depending on the varied nature of the project. Undertake the creation and support of custom EPrints repositories and associated systems & processes. Provide support for both technical and non-technical customers. Assist the team in the administration of servers running repositories and other services. Assist in the coordination of software development and customer driven projects.

Key accountabilities/primary responsibilities	% Time
To undertake applied software development: 1) Using a Linux environment involving the EPrints software and the creation of new EPrints repositories. 2) Primarily using a Linux environment, using tools and techniques suitable to the project. This will involve much of the software lifecycle, including requirements elicitation from users, analysis, design and implementation of new features, testing and release.	45%

Key accountabilities/primary responsibilities	% Time
To provide support to clients using EPrints software, or other supported systems. This could involve resolving a specific operational issue or problem determination of a defect in the deployment.	35%
To prepare and give technical presentations on the EPrints software to existing and potential users of the software via Skype or at conferences and workshops.	5%
Maintaining both technical and procedural information in the issue tracking system. Assist in keeping team project and technical documentation up to date.	10%
Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
Internally, as a member of the team, the post holder will be responsible for defined tasks and will co-ordinate their activities with the other members of the team. Externally, the post holder will undertake technical liaison with academic and non-academic staff working for project partners on software development projects and in support of existing EPrints repositories and related services.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	PhD or equivalent professional qualifications and experience in Computer Science or related discipline and/or proven industrial experience. Ability to establish quality design and software to deliver quality outcomes to clients and be responsive to any issues they raise. Some knowledge of Linux & Web technologies, XML, JavaScript and CSS.	PhD in Web Science, Software Engineering or User interface/User experience. Postgraduate qualification (MSc or PhD) in a relevant area. Web site or user interface design experience. Experience with Python, PHP, Perl, or similar applicable high level programming language.	CV/Interview
Planning and organising	Able to plan and schedule their own and the work of others to meet multiple concurrent projects and minimise the impact on other clients.	Experience and/or keenness to take on project management tasks.	CV/Interview
Problem solving and initiative	Able to understand complex problems and apply specialist processing knowledge to solve them. Able to gather technical requirements in order to design a solution to meet requirements.		CV/Interview
Management and teamwork	Able to co-ordinate day-to-day activities with other staff working on the same or related tasks both locally and more importantly at remote customer locations.	Able to collaborate professionally and effectively with colleagues at all levels inside and outside the organisation.	CV/Interview
Communicating and influencing	Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience including those with a non-technical background. Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes		CV/Interview
Special requirements		Able to travel within the EU at short notice	CV/Interview

JOB HAZARD ANALYSIS

Is this an office-based post?

✓	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			