**Industrial Year Placement**

**Applications Development - Information Services**

**Salary: £13,000 per annum**

An industrial placement opportunity exists in the Applications Development division of IS reporting to the Applications Development and Support Team Leader.

The Applications Development (AD) team is primarily responsible for the development and support of database applications used by the core business processes of the University. These include the Student Records system, Accommodation and Admissions systems. AD also supports commercial software running the university’s Finance, HR and Payroll systems. These applications are running on Windows VM servers and are mostly sitting on Oracle databases. In-house development for the AStRA (Aberystwyth Student Records and Admissions) System uses Oracle Developer tools supplemented by SQL, PHP, HTML and Perl programmes. The system offers web based interfaces for staff and students to access and maintain student and accommodation records.

This is a full time placement, working 36.5 hour a week for 13 months from 1st July 2016 to 31st July 2017.

Normal hours of work are 9.00 -17.30 with some flexibility if preferred. On occasions the post holder may be required to work outside of these hours for which time off in lieu will be given.

Informal enquiries regarding this post can be made to Dylan Williams, Applications Development and

Support Team Leader (dnw@aber.ac.uk).

**Closing date: 10am on Monday 14th March 2016; Interviews to be held on the afternoon of Wednesday 16th March 2016.**

Aberystwyth University is a bilingual Institution which operates a Welsh Language scheme and is committed to Equal Opportunities.

**Further particulars**

The post holder will develop skills in building database applications, web interfaces and data management processes. Informal training will be provided through working with existing development staff and through the use of systems manuals and online training materials. No prior knowledge of Oracle development tools is required. You will learn to manipulate Oracle database tables, build Oracle Reports / data input Forms and develop web interfaces to backend databases. Your primary area of work is likely to be on the Accommodation system.

**Job holder duties will include some or all of the following:**

* Create and manage database tables and views
* Develop and support web interfaces to business applications
* Maintain and develop shell scripts to support data management operations
* Maintain and develop Oracle Reports and Forms
* Liaise with operational staff to agree and test development requirements
* Answer enquiries from staff users of the AStRA system
* Produce documentation to support applications developments
* Liaise with suppliers of external applications to facilitate data integration

The post will be based in IS offices in the Hugh Owen Library.

We require that all our staff members comply with the University’s Information Security policy (<http://www.aber.ac.uk/en/infocompliance/policies/security/> ). Any information security incidents resulting from non-compliance may result in appropriate disciplinary action. The post holder will be required to sign a formal undertaking concerning the need to protect confidentiality.

**Person Specification**

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|  | **Essential Attributes** | **Desirable Attributes** |
| Experience | * Experience of using the on-line systems provided by the University to support students. E.g. Student Web Record, Accommodation Portal, Timetable, Library, etc
* An understanding of data protection principles and/or experience of handling confidential information appropriately.
 | * Knowledge of Aberystwyth University, it’s campuses, network and study environment.
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| Skills and Personal Qualities | * Ability to acquire new skills and apply them effectively.
* Ability to work effectively as part of a team and in accordance with agreed standards and procedures.
* Ability to work independently and with minimal supervision.
* Ability to work under pressure, to prioritise work effectively and to respond to problems quickly and calmly.
* Good attention to detail.
* Reliable and flexible approach to work.
* Good interpersonal skills, as demonstrated by the ability to deal pleasantly and effectively with people.
* Excellent communication skills, both oral and written.
* Welsh Language Standard A\*
 | * Willingness to learn Welsh to Standard C. \*\*
* An interest in databases and business applications development.
* Good problem solving skills
* Comfortable working with SQL and in a UNIX environment.
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**Standard/Safon A (Level 0/0)**

* *The ability to understand the bilingual nature of the University and an awareness of the procedures in place to support working bilingually.*

***Standard/Safon Ch (Level 2/3)***

* *The ability to****understand****simple instructions or simple telephone messages.*
* *The ability to****understand****people conversing on familiar subjects.*
* *The ability to****hold a simple conversation****on a familiar subject, e.g. the weather, work, family.*
* *The ability to****transfer****simple instructions or convey simple telephone messages.*
* *The ability to****read and understand****articles and reports relevant to the work where quite complicated information is conveyed.*
* *The ability to****follow detailed written instructions****.*
* *The ability to****write****a formal letter in standardised Welsh without using a template with the aid of a spell-check and dictionary as required.*
* *The ability to****take notes****when someone speaks.*
* *The ability to****write****short reports which convey information or express an opinion.*