

JOB PROFILE: APPLICATIONS AND DATA PROGRAMMER

Role:	Applications and Data Programmer	Date profile last reviewed:	October 2023
Name:		Reports to:	Applications Development Manager

MAIN SUMMARY OF ROLE:

To adapt, maintain and interface the Fund's key business systems using tools including SQL Server, SSIS, SSRS, Power BI, Orbis BPA Platform, Logic Apps and other development and testing tools. To configure the Fund's key business systems, working with third party suppliers and users to ensure updates are rolled out successfully. To work closely with third party suppliers to resolve software queries and issues for users.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- Writing and maintenance of functions, scripts, programs, screens, web services using tools including SQL Server, Visual Studio, SSIS, Orbis BPA Platform, MS Access, LogicApps
- Writing and maintenance of reports using SQL management tools and other reporting software including Power BI, SSRS
- Working with the Business Intelligence team to provide data for BI reporting and analytics
- Creation and maintenance of custom screens for applications, including our main CRM, grant-making and case management software
- Implementation and roll-out of updates to core applications
- Working with third party suppliers and key users to create, maintain and run UAT plans
- Assisting end-users with application support issues, liaising with third party providers as appropriate
- Maintenance and document management on Intranet using Sharepoint or other tools
- Working with users to develop specifications
- Technical development of specifications
- Providing cover for Applications Development Manager and Data Support Programmer
- Implementing, adapting and maintaining APIs to interface between applications
- Training and supervising technical staff

COMPETENCIES REQUIRED FOR THE ROLE

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Analysing Working with People Planning and Organising Delivering Results and Meeting Customer Expectations Writing and Reporting Applying expertise and technology 	<ul style="list-style-type: none"> Presenting and communicating information

QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

Academic or Professional Qualifications (or equivalent):

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Degree or equivalent experience 	<ul style="list-style-type: none"> MS SQL Qualification Oracle Qualification

Knowledge/ Experience:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> 4+ years in applications configuration / management / adaptation 2+ years using SQL management tools MS SQL Server scripts, functions, views, stored procedures MS SSIS development Visual Studio development Technical product support API implementation Working with third party suppliers Strong understanding of database design Good understanding of data regulations 	<ul style="list-style-type: none"> Experience configuring and supporting a CRM and/or Case Management product Working for a charity / NFP Understanding of finance and accounting software Sharepoint knowledge Web services experience MS SSRS Power BI Web development experience MS Access MS Dynamics Orbis BPA Platform Training and supervision Working with social media tools

Skills/Abilities:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Good written and oral communication skills Approachable, diplomatic Ability to multi-task and to work under pressure A positive and helpful attitude Close attention to detail Team player Ability to work alone 	<ul style="list-style-type: none"> Leading meetings Presentation skills

Other Requirements:

- Anything else asked of you by the Applications Development Manager
- Travel to other UK locations (as appropriate)

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: