



## JOB DESCRIPTION

<b>POST TITLE</b>	ICT Development Analyst
<b>DIRECTORATE</b>	Finance
<b>GRADE / SALARY</b>	Grade 12
<b>RESPONSIBLE TO</b>	ICT Senior Business Analyst
<b>RESPONSIBLE FOR</b>	

### JOB PURPOSE

Responsible for the design, implementation, operation, support and the continual improvement of the Council's ICT systems and related infrastructure.

### DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST

1. Be part of a team of ICT professionals providing software design, technical implementations, effective delivery, support and ongoing development of a variety of ICT business applications. Including related activities such as the provision of disaster recovery arrangements, web form development, help desk response and integration.
2. Ensure that service objectives are achieved and corporate and local standards are developed and maintained. Participate in the project management process to achieve those objectives.
3. Provide input into work plans, strategies, policies and standards, which link with the ICT's business plan and ensure that best practise is followed and efficiency savings identified, e.g. software development strategies, change controls, disaster recovery, business continuity, backup regimes, operational procedures and system testing strategies.
4. Be responsible for writing clean, secure code following a test driven approach using standard coding practices to ensure resulting code is easy for others to interpret.

5. Be knowledgeable about initiatives affecting clients and be a key player in the progression of these initiatives.
6. Participate in the project management, procurement, selection and implementation of new system or system enhancements. Using the appropriate project management methodologies and ensuring work is completed within budget constraints and timescales. Identify any training needs that arise from the project planning and advise on training if required.
7. Participate in the Service Desk and operations functions of the Section and ensure that all requests for assistance are dealt with promptly.
8. Be part of the response team in the event of ICT Business Continuity Plan being invoked outside office hours.
9. Assume responsibility on required occasions either in the team leader's absence or to supervise another team member in providing secondary support for the team. Provide co-operative team working to ensure that cover is maintained for all areas of team responsibility and supervise ICT colleagues for particular tasks.

## **CORPORATE RESPONSIBILITIES**

- To comply with the requirements of Health and Safety legislation, including HDC's Policy & Procedure
- To comply with the requirements of General Data Protection Regulations and all such related legislation, maintaining confidentiality at all times
- To comply with the requirements of Data Protection legislation, maintaining confidentiality at all times
- To comply with the Council's commitment to Equality and Diversity
- To comply with all policies and procedures of HDC relevant to the role
- To undertake learning and development activities which will enhance your capabilities and the overall capacity and performance of the Council
- To undertake other duties relevant to and commensurate with the pay grade of the post
- To comply with and work to the spirit of the Organisational Values – see list below

## **ORGANISATIONAL VALUES**

- **OPEN** – honest and transparent in the provision of our services to the community
- **RESPONSIBLE** – and accountable for our actions as individuals and as an organisation
- **CUSTOMER FOCUSED** – and committed to providing and improving upon a high quality, customer focused service
- **FAIR** – to all on an equal basis
- **RESPECTFUL** – and value our work colleagues and stakeholders

Job Description  
agreed by postholder...

Name (print) .....

Signed .....

Date .....

