

# Position description

<b>Position title:</b>	<b>Analyst Programmer</b>
<b>Faculty and/or School/Section/VCO:</b>	<b>Information Technology Services</b>
<b>Campus:</b>	<b>Mt Helen Campus. Travel between campuses may be required.</b>
<b>Classification:</b>	<b>Within the HEW Level 7 range</b>
<b>Employment mode:</b>	<b>Continuing appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>846386</b>
<b>Further information from:</b>	<b>Mr Nick Balkin, Team Leader, Student and Research Solutions, Information Technology Services</b> <b>Telephone: (03) 5327 6186</b> <b>E-mail: n.balkin@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Ms Sahar Oujil</b> <b>Director, Information Technology Services</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: Manager, HR Shared Services

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## Position summary

The Analyst Programmer ensures the ongoing development of the University's Administration Systems (UAS) through supporting, customising, maintaining and integrating applications so they perform all the functions for which they were designed with integrity, efficiency and reliability, and that they operate with optimal availability to users.

The UAS are used throughout the University, and their availability and reliable operation are crucial. Ineffective operation or extended outages will impair the ability of the UAS to manage resources and generate revenue.

The position will be required to travel to other University Campuses.

## Key responsibilities

- 1 Ensure that development of the UAS continues in a timely manner by delivering customisations according to the scope and the schedule, advising the Team Leader of any potential deviations from the schedule.
- 2 Ensure that the UAS operates effectively by supporting, implementing and monitoring customisations and data exchanges between applications, including root cause analysis, defect rectification and solution delivery.
- 3 Contribute to the implementation and testing of software patches and upgrades prior to release according to the Change Management methodology ensuring minimal service interruption to the UAS.
- 4 Ensure the timely development and production of data reports using available toolsets in accordance with client requirements.
- 5 Contribute to technical documentation for the implementation of business processes, user manuals and Disaster Recovery Plan within the technical speciality of the UAS.
- 6 Contribute to the completeness and accuracy of periodic statistical and informational returns to Government bodies in accordance with the requirements of those bodies within the technical speciality of the UAS.
- 7 Provide technical solution design and estimations of time/resources for solution delivery in accordance with existing standards and maintenance strategies.
- 8 Adhere and contribute to the application of technical standards in delivered solutions and accompanying documentation, including unit testing.
- 9 Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
- 10 Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of supervision and responsibility

The Analyst Programmer will work under the broad direction of the Team Leader. The position will be the subject matter expert in one or more of the University's Administration Systems and will work as part of the broader Service Operations team. The Analyst Programmer carries technical responsibility for the design, development, testing and implementation of authorised changes and enhancements. The Analyst Programmer will have the ability to work independently and to deliver priorities within agreed timeframes.

The Analyst Programmer is required to resolve problems and implement new functionality relating to the effective operation of UAS and will be required to analyse complex information and develop effective solutions to complex problems in a timely manner. The position may be required to use initiative and adapt processes, often in consultation with other staff members of Information Technology Services (ITS) and the wider University community in order to develop solutions.

The Analyst Programmer will apply initiative and creative thinking to improve and promote quality and performance. The position is required to exercise judgement in decision making regarding the practicality and justification of changes to the University's Administration Systems and in designing effective solutions that reflect University policies and comply with all relevant Government reporting requirements.

The Analyst Programmer will develop and maintain knowledge of software used in the configuration and operation of UAS. In particular s/he will have a thorough understanding of the relevant development toolsets, best practice development methodologies and the software development lifecycle.

A commitment to formal and informal learning and staying abreast of latest technology is also required.

The Analyst Programmer will develop or have a working knowledge and awareness of the structure and functions of the Faculties and Sections within the University, in particular the relevant users of the University's Administration Systems.

## Training and qualifications

- A degree in Information Technology or Computer Science with at least four years subsequent relevant experience in designing and coding in programming languages including Oracle's PeopleCode; or
- an equivalent combination of relevant experience and/or education/training.

## Position/Organisational relationships

The Analyst Programmer will report to the Team Leader of an end-to-end Service Operations team and will also be required to work with other Service Operations teams when requested.

The Analyst Programmer contributes to the ITS Service Operations area and can assist in recommending new application methodologies or services.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree in Information Technology or Computer Science with least four years subsequent relevant experience in designing and coding in programming languages including Oracle's PeopleCode; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in the design, customisation and maintenance of the various technologies available in Oracle's PeopleSoft applications and PeopleTools framework.
3. Demonstrated programming skills in object orientated programming concepts, and in developing standards-based inter-application communication or web technologies using SOAP or other XML-based web services technologies.
4. Demonstrated design skills and a high level of expertise in complex systems analysis and design for development of solutions for multiple software applications and systems, consistent with business requirements.
5. Demonstrated ability to read, contribute to, and produce accurate and relevant documentation and code commenting in accordance with established technical standards.
6. Demonstrated understanding of the operations of multi-sector institutions and their relationship to government bodies.
7. Demonstrated time management skills, including the ability to manage competing priorities and timelines.
8. Demonstrated understanding of Information Technology Infrastructure Library (ITIL) processes and procedures.
9. Demonstrated proficient communication, interpersonal and negotiation skills, including proven experience and ability to work effectively in a team and contribute to a positive and safe workplace culture.
10. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.