

**Position Description**

**Position Title:** Analyst Programmer

**Position Classification:** Level 6 (Dual Classification)

**Position Number:** 315805, 315640, 315641, 315650, 315658, 315651, 315659, 315652, 315642, 315653

**Faculty/Office:** Information Technology

**School/Division:** Central unit

**Centre/Section:** Information and Solutions Delivery – Students and Community

**Supervisor Title:** Solutions Lead

**Supervisor Position Number:** 316024, 315789, 315994, 315790

**Your work area**

UWA is making significant investments in the Information and Technology Services to enable its strategic direction and goals. UWA is also looking to utilise technology advancements to expand its services and create new and innovative teaching and research models.

Robust, flexible, integrated and agile enterprise architecture, information and technology services are vital to enabling the university strategic objectives.

**Reporting Structure**

Reports to: Solutions Lead

Direct Reports: NIL

**Your role**

The Analyst Programmer is responsible for ensuring that the solutions are created and maintained in a consistent, logical, error-free and optimal manner. The role will partner with Process Engineers & Business Analysts as well as IT Business Advisors to understand elicited software requirements to research, build, support and document solutions.

**Your key responsibilities**

Develop and maintain new and existing web-based and client/server applications.

Schedule and apply fixes and upgrades to applications and provide enhancements to systems as per user requirements.

Design quality control procedures and design, run and monitor software performance tests new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.

Provide core application management, maintenance and support to the agreed service level.

Build solutions to problems using a structured approach.

Test solutions against customer acceptance criteria to ensure quality applications.

Document consistently and accurately on all application projects. All documentation (new development and maintenance) should be complete, understandable and accessible.

Other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant University degree or equivalent.

ITIL Certification or demonstrated experience in ITIL processes is desirable.

Proven communication, analytical and problem-solving skills to help maximize the benefit of IT system investments.

Experience across the full Software Development Life Cycle with a strong emphasis on analysis and development.

Ability to create systematic and consistent requirements specifications in both technical and user-friendly language.

Proven experience with developing, implementing, integrating, repairing and maintaining application systems.

Self-motivated and directed and demonstrates an ability to effectively prioritise and execute tasks with an ability to work concurrently on multiple projects and/or assignments.

Proven ability to communicate, build positive stakeholder relationships and manage competing priorities whilst always remaining fully customer focused.

Working knowledge of the Higher Education sector is desirable.

**Special Requirements**

Some after hours and weekend work may be required.

Current National Police Clearance is required

**Compliance**

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion and Diversity

All staff members are required to comply with the University’s Code of Ethics and Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/publications/code_of_ethics>; <http://www.web.uwa.edu.au/inclusion-diversity>



**Position Description**

**Position Title:** Analyst Programmer

**Position Classification:** Level 7 (Dual Classification)

**Position Number:** 315805, 315640, 315641, 315650, 315658, 315651, 315659, 315652, 315642, 315653

**Faculty/Office:** Information Technology

**School/Division:** Central unit

**Centre/Section:** Information and Solutions Delivery – Students and Community

**Supervisor Title:** Solutions Lead

**Supervisor Position Number:** 316024, 315789, 315994, 315790

**Your work area**

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Robust, flexible, integrated and agile enterprise architecture, information and technology services are vital to enabling the university strategic objectives.

**Reporting Structure**

Reports to: Solutions Lead

Direct Reports: NIL

**Your role**

The Analyst Programmer is responsible for ensuring that the solutions are created and maintained in a consistent, logical, error-free and optimal manner. The role will partner with Process Engineers & Business Analysts as well as IT Business Advisors to understand elicited software requirements to research, build, support and document solutions.

**Your key responsibilities**

Manage new and existing web-based and client/server applications.

Manage the schedule and application of fixes and upgrades to applications and provide enhancements to systems as per user requirements.

Design quality control procedures and design, run and monitor software performance tests new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.

Provide and ensure core application management, maintenance and support to the agreed service level.

Develop and build solutions to problems using a structured approach.

Test solutions against customer acceptance criteria to ensure quality applications.

Responsible for consistent and accurate documentations on all application projects. All documentation (new development and maintenance) should be complete, understandable and accessible.

Other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant University degree or equivalent.

ITIL Certification or demonstrated experience in ITIL processes is desirable.

Proven communication, analytical and problem-solving skills to help maximize the benefit of IT system investments.

Substantial experience across the full Software Development Life Cycle with a strong emphasis on analysis and development.

Proven ability to create systematic and consistent requirements specifications in both technical and user-friendly language.

Proven experience with developing, implementing, integrating, repairing and maintaining application systems.

Highly self-motivated and directed and demonstrates an ability to effectively prioritise and execute tasks with an ability to work concurrently on multiple projects and/or assignments.

Proven ability to communicate, establish positive stakeholder relationships and negotiate competing priorities whilst always remaining fully customer focused.

Working knowledge of the Higher Education sector is desirable.

**Special Requirements**

Some after hours and weekend work may be required.

Current National Police Clearance is required.

**Compliance**

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

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