Diocese of Toowoomba Catholic Schools

Role Description

Title:	**IS Applications Developer**	Location:	Toowoomba Catholic Schools Office
Reports to:	IS Applications Manager	Classification:	Professional Officer Level 3
Directorate:	Information Services	Tenure:	Continuing, Full time

1.0 Purpose

The primary role of the Information Services (IS) Applications Developer is to effectively and efficiently design, develop, customise solutions to improve business processes and information gathering within Toowoomba Catholic Schools (TCS).

The support provided by the role holder will be guided by

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles, and values
- relevant legislation, government requirements, and best practice
- Diocesan Strategic Plan, mission, vision, policies, frameworks, procedures, and guidelines
- Information Services Strategy

2.0 Experience and qualifications

Essential

- either hold or working towards holding a degree in Computer Science or similar field
- demonstrated high level knowledge of Business Analysis fundamentals, including experience in conducting requirements gathering
- detailed experience with Microsoft SharePoint, InfoPath, ASP, and .Net development
- demonstrated experience developing in Office 365 and SharePoint Online
- demonstrated experience in writing stored procedures, writing complex SQL queries using Microsoft SQL Server
- possession of a valid Australian driving licence and willingness to travel intrastate
- strong dedication to customer service
- effective relationship building and influencing skills
- advanced interpersonal and communication skills
- empathy with the values and ethos of the Catholic faith

Desirable

- experience working in the Education sector
- over 2 years of experience as an applications developer in the analysis, design, hands-on development, and delivery of web-based Applications
- demonstrated experience in Nintex or other Workflow development
- experience in delivering services to a geographically diverse organisation
- experience with Power BI development of dashboards

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- development of mobile applications across multi-platform environments (e.g. Apple, Google, Microsoft, Tablet)
- Microsoft Certification in SharePoint Development as well as other certification (i.e. mobile applications) is beneficial
- experience with development methodologies (e.g. Agile)
- experience in the mapping and development of data interfaces between applications

3.0 Key result areas

3.1 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

3.2 contribute to the successful outcomes of the Information Services Strategic Plan

3.3 provide expert user support for TCS business applications

3.4 develop bespoke applications and integrations to suit TCS business requirements

3.5 collaborate and communicate with other members of the Information Services Directorate and the members of the other directorates within TCS to ensure that high professional standards are met

3.6 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.

4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated, and strategic manner.

4.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.

4.4 While at work the role holder must
- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5.0 Authority limits

Full authority is delegated from the Director: Information Services to produce the desired outcomes. Authority to commit funds is restricted to approved budget items.

6.0 Reporting and other relationships

The IS Applications Developer reports directly to the IS Applications Manager within the Information Services directorate. Other significant relationships exist with members of the Toowoomba Catholic Schools Office, the Executive Director, and the members of the Executive Leadership Team (ELT).

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Duties statement

IS Applications Developer

Please note: this statement links to the key result areas in the Role Description

3.1 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

- 3.1.1 contribute as a member of the Information Services directorate to achieve the strategies set out in the Information Services Strategy and the TCS Strategic Plan
- 3.1.2 attend professional development as appropriate
- 3.1.3 document and report on the progress of initiatives in the Information Services Strategy and the TCS Strategic Plan as required

3.2 contributes to the successful outcomes of the Information Services Strategic Plan

- 3.2.1 assist in driving the architectural decision-making process by articulating options and implications, ensuring the architecture is appropriate, flexible and robust
- 3.2.2 generate ideas for innovative use of new applications
- 3.2.3 research and provide quality ideas and advice in line with best practice and professional industry standards
- 3.2.4 provide professional advice to the IS Applications Manager on new requirements and business cases for software applications

3.3 provide expert user support for TCS business applications

- 3.3.1 operate in a team of application administrators, analysts and development specialists in such a manner as to provide mission critical application support that meets or exceeds the TCS's goals and expectations
- 3.3.2 provide support, with the assistance of the Service Desk, for all the business applications in a real time context
- 3.3.3 liaise with third party suppliers of application software to consider available options and select the most effective, efficient and best value outcomes for the organisation in relation to development and integration activities

3.4 develop bespoke applications and integrations to suit TCS business requirements

- 3.4.1 develop custom applications and integrations to comply with TCS Information Services Strategy and architecture
- 3.4.2 deliver development projects on time, on budget and to meet the user's business requirements
- 3.4.3 adhere to all policies regarding the security, governance and data protection for IT systems in the creation of new applications
- 3.4.4 document all development work to a standard that allows other developers within the team to be able to support/troubleshoot the application or system where necessary

3.5 collaborate and communicate with other members of the Information Services directorate and the members of the other directorates within TCS to ensure that high professional standards are met

- 3.5.1 maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- 3.5.2 understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- 3.5.3 establish and maintain effective communication networks with stakeholders
- 3.5.4 work collaboratively with stakeholders

3.6 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- 3.6.1 duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the Information Services Strategy, TCS Strategic Plan or other directorate strategies

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