JOB DESCRIPTION

JOB TITLE: Systems Analyst / Developer
GROUP/DIRECTORATE: Medical Directorate/Informatics
GRADE: Band 6
RESPONSIBLE TO: Development / Integration Manager
ACCOUNTABLE TO: Head of Application Support & Development

JOB SUMMARY:
To analyse, design, develop, test, implement and deliver systems or systems integration within the Trust.

You will be required to participate in the on-call rota and work different shift patterns.

MAIN RESPONSIBILITIES:

- To develop highly complex IT Systems for use within a single department or within the wider trust or even by external NHS organisations using technologies used within the organisation. Systems developed are used in clinical, administrative and financial areas of the Trust.

- Provide maintenance and support for systems and solutions developed for the period of their lifecycle.

- To analyse IT system requirements and propose solutions.

- To seek out, evaluate and recommend new technologies for use with the organisation.

- To project manage the implementation of third party solutions within the organisation.

- To organise meetings with third party suppliers and internal staff requiring system development.
- To keep abreast of new technology and keep up to date with best practices in software development.

- To ensure that systems developed are fully documented and adequate backups are made of source code.

- To maintain solution availability and reliability.

- To provide integration software between third party supplier and existing systems.

- To analyse and audit data from a system(s) to assure its accuracy and relevance.

- To plan work / resources to ensure deadlines are met.

- Co-ordination of or delivering training for departments or users when new systems are implemented.

**CONFIDENTIALITY:**

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

**HEALTH AND SAFETY:**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

**RISK MANAGEMENT:**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

**EQUAL OPPORTUNITIES:**

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.
CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust’s Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staffs are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post.

SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust’s Safeguarding Policies.

INFECTION CONTROL

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

SMOKING

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.