

# Position description

Greater together 

Position title:	Integration and Automation Developer (Analyst Programmer)
Institute/School/Centre/ Directorate/VCO:	Information Technology Services (ITS)
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Dale James, Team Leader, Automation Access Research Telephone: (03) 5327 6251 Email: d.james@federation.edu.au
Recruitment number:	People and Culture to enter

## Position summary

The Integration and Automation Developer (Analyst Programmer) will design, develop, and support automation solutions for business processes using Robotic Process Automation (RPA) and other automation tools as well as custom developments.

The Integration and Automation Developer (Analyst Programmer) is also responsible for implementing, enhancing, maintaining and supporting application, database and integration solutions making up the University's Administration Systems (UAS).

This includes system and application installation, administration, upgrade and configuration of solutions within the scope of the UAS implementations.

## Portfolio

Information Technology Services (ITS) strives to be an innovative and reliable partner to the University, engaging all areas of the business in a collaborative and adaptable approach. ITS provides dependable services, whilst ensuring excellence in what we do, with quality and integrity.

Comprising of several cross-functional teams supported by an underpinning service support layer and governed by an overall strategic services and business solutions framework, ITS ensures that investment in technology is fit for purpose and benefits the University.

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in Federation University's 2040 Strategic Plan and share the University's values of:

**INCLUSION**, we champion access and equity for all, creating a welcoming, supportive environment for our diverse learners and staff.

**INNOVATION**, we innovate to transform, embracing new ideas in teaching, research and operations to continually improve and stay ahead.

**EXCELLENCE**, we strive for excellence in all that we do, holding ourselves to high standards of quality, integrity and impact.

**EMPOWERMENT**, we support and trust our people, empowering learners, staff and partners to contribute, lead and succeed.

**COLLABORATION**, we are stronger together; teamwork and strong partnerships are at the heart of how we operate.

### Key responsibilities

1. Perform operational support to ensure the UAS operates effectively through analysis, implementation and support of automations, integrations and application solutions.
2. Undertake required customisations according to the scope and the schedule of work. Identify any potential deviations from the schedule and provide advice and recommend solutions to the Team Leader, Automation Access and Research.
3. Ensure solutions meet or exceed stakeholder expectations and adhere to technical standards on coding and documentation while providing estimations of time, resources required and progress updates of assigned tasks.
4. Implement and test software patches and upgrades prior to release, according to the Change Management methodology ensuring minimal service interruption and effective operation of our UAS, for various IT projects and operations.
5. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
6. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
7. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code 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 (OHS) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### Level of supervision and responsibility

The Integration and Automation Developer (Analyst Programmer) will work under the broad direction of the Team Leader, Automation, Access and Research. The Integration and Automation Developer (Analyst Programmer) will be a subject matter expert in the University's Automation environment and will work as part of the broader Service Operations team. The position carries technical responsibility for the design, development, testing and implementation of authorised changes and enhancements. The Integration and Automation Developer (Analyst Programmer) will have the ability to work independently and to deliver priorities within agreed timeframes.

### Position and organisational relationships

The Integration and Automation Developer (Analyst Programmer) will report to the Team Leader, Automation Access and Research, Information Technology Services and works in close liaison with other project and operational ITS team members.

### 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:

### Training and qualifications

1. Completion of:
  - A degree in Information Technology with at least four years subsequent relevant experience;
  - or extensive experience and specialist expertise in SDLC environments, database management, application support and integration development, support and maintenance;
  - or an equivalent combination of relevant experience and/or education/training.
2. Hold a valid Employer Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

### Experience, knowledge and attributes

3. Demonstrated extensive experience in design, development and support of solutions within an automation platform (e.g. Microsoft Power Automate Desktop/Platform) and associated technologies, HTTP, JavaScript, HTML, CSS, SQL, Web Services and general process automation or an equivalent similar automation technology toolset.
4. Demonstrated familiarity with at least one modern programming language (e.g., Python, C#, JavaScript), with the ability to apply it to automation, data processing, or application development tasks.
5. Demonstrated experience administering operating systems, applications, database management systems, development environments and development tools with high level of knowledge of application interfaces and integration.
6. Demonstrated experience providing operational support and troubleshooting of complex technical issues within an automation platform, or other similar application technology, including demonstrated experience in developing new automated solutions utilising a robotic process automation toolset or equivalent or similar application technology.
7. Demonstrated analytical and programming skills in developing standards-based inter-application communication using SOAP, REST or other web services technologies. Broad automation and integration experience is desirable.
8. Demonstrated design skills and a high level of expertise in complex systems analysis and design for development of solutions, consistent with business requirements.
9. Demonstrated ability to read, contribute to, and produce accurate and relevant documentation and code commenting in accordance with established technical standards.
10. Demonstrated project and time management skills, including the ability to manage competing priorities and timelines.
11. Demonstrated 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.
12. Demonstrated working knowledge and application of the Child Safety Standards.
13. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

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

*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.*