Application Developer

(Post Reference NU3725)

Salary Scale: **£27,644 - £30,805** per annum

Vice-Chancellor
Professor Jackie Dunne

Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

Birmingham Newman University

The university is named after the 19th century cardinal St John Henry Newman who wrote 'The idea of a university' in 1852, and we are still guided by the vision of a community of scholars. The university is built around community, and the belief that education enables students to develop new ways of understanding the world, to help make a positive impact within it. This is delivered through smaller class sizes and an interactive learning style. The Catholic ethos has been retained and our students are from all faiths and none. The university is proud of its diverse, friendly and inclusive environment, where students are welcomed and receive transformational learning opportunities together with support in preparing for employment.

The modern single campus, eight miles southwest of Birmingham city centre has had a recent £20M investment into the campus facilities, building Halls for 200 students, and improving the teaching, learning and social spaces for students with outdoor and indoor facilities. A new law court, a careers and employability hub together with a computer science lab, and accessible student helpdesk are some of the additional facilities and improvements made for our students. The university continues to build its environmental sustainability, already generating 20% 193000kW, of our energy used via on site of solar energy.

In addition, the building of a new School of Nursing and Allied Health has been established to broaden the curriculum including new courses in Adult Nursing, Mental Health Nursing and Physiotherapy which started in September 2023. The university will be providing qualified practitioners from diverse backgrounds, for the local West Midlands Health sector, and beyond.

We are proud to be ranked as 1st for Student Satisfaction 2025 by the Good University Guide, while also we were 1st in the West Midlands and 7th in England for full-time student satisfaction in the National Student Survey 2024. Enrolments from non-selective state schools are one of the highest in the country (99%) and Birmingham Newman University has the biggest proportion of students who are first in their family to experience higher education (72.2%), with more than 45% of students coming from Black, Asian or ethnic minority backgrounds. The university runs outreach programmes and has many partnerships with more than 50 schools and further education colleges in the region offering support and opportunity to pupils.

The university is 'teaching-led' and does not employ staff for research alone but ensures that students have regular contact with active researchers. Birmingham Newman University has also retained its Silver status in the latest Teaching Excellence Framework, which was published by the Office for Students. With our distinctive commitment to transformational impact, we maintain our mission to make a positive difference to individuals and communities through our excellent. In the latest Research Excellence Framework (REF 2021) Newman doubled our number of academic teams submitting work, and also doubled research of world-leading status. Research is undertaken across a wide range of academic and professional disciplines and attracts external funding.

Our mission

To serve our diverse communities by making high-quality, globally connected education accessible to all those who are able to benefit from it, as well as engaging in research, scholarship and professional practice that informs our learning and teaching and has a positive impact on society. Birmingham Newman University prides itself on community and inclusion both on campus in relation to our students but also in terms of outreach and engagement.

Birmingham Newman University is currently implementing the 2020 – 2025 Strategic Framework which was derived from conversations with staff, students and our wider communities. It represents a widely shared view of the future of Birmingham Newman University

This framework presents our objects, vision, mission, values and six strategic objectives, with a focus on working in partnership with, and transforming the lives of our students.

Our values:

- We champion and give voice to the catholic traditions of education, equality, and social justice.
- We respect and value all contributions, recognising that we are a single community, inspired and united by our shared vision and mission.
- We place student learning and welfare at the centre of all we do and we offer a nurturing environment for all students.
- We are ethical, honest and humane. In difficult situations, we will seek to work with understanding, kindness and compassion.
- We recognise and embrace the power of community and build respectful relationships that help us excel.
- A mission of service motivates us, seeking the common good with care and love.

Our strategic objectives:

- To transform students' lives
- To work in partnership with our students
- To grow our institution
- To nurture our staff
- Add to knowledge and cultivate wisdom
- Serve our diverse community and the wider world

The 2020 – 25 strategic plans focus on the success of our students, and the growth of student numbers. Our growth will be responsible and sustainable aligned to our mission and values enabling students to gain an outstanding experience and to succeed in their chosen careers. The university offers opportunities for lifelong learning for those returning to learning or seeking a career change irrespective of age, background, or previous educational experience.

Providing a personalised student experience is a hallmark of the Birmingham Newman University offer, we listen to our students to continually shape the university experience, to ensure that our students are at the heart of all that we do.

Job Description

Job Title: Application Developer

Grade: 5

Salary: £27,644 - £30,805

Hours: 37

Department: Digital & IT Services

Reporting to: Deputy Director of Digital & IT Services

Purpose of Post: To maintain and support the university's IT services

1.   Main responsibilities:

1. Responsible as part of the Application Team for the maintenance of all university IT applications, including SaaS, web servers, databases, integration and development pipeline tooling.

2. Required to gain and maintain specialist knowledge in one or more of the following:

   a. Corporate business systems, including those that support Finance, Human Resources, Library Services, and Enterprise Service Management

   b. Education business systems, including those that support Timetabling, Virtual Learning Environment, Student Engagement, Student Records, and Careers

   c. Integration systems, including point to point, hub and spoke, and serverless implementations

   d. Web systems, including the university website, intranet, CRM, and low code platforms

3. Resolving technical escalations from the Service Desk and Support Team, often speaking directly with the customer (end user) and IT Support Team members to ensure they are resolved within agreed SLAs.

4. Update, and maintain call records for all incidents, problems, service requests, and change requests assigned to the team.

5. Maintaining the security of IT services, including application and database patching, maintenance of application security measures.

6. Be able to communicate technical information to both technical and non-technical individuals.

7. Be prepared to work occasional overtime outside normal business hours and a maximum of 13 weekends per year.

8. Have a passion for technology and work to maintain an awareness of new IT innovations, upgrades, and enhancements.

9. This post required the role holder to work with information the university classifies as highly restricted.

10. Please note that this role requires the role holder to work predominately on campus.

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.

- Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

- Variation to Job Description

  This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy

and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.

- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Educational Qualifications and Training	IT Industry Certifications relevant to specialism(s) or equivalent	Application/ Interview/test	Degree with computing components.
Relevant work experience and/or knowledge	Understanding of the relevant specialism(s)	Application/ interview/test	Understanding of ITIL practices.
Relevant and/or Specific skills required	Can use causal reasoning to triage problems. Demonstrates ability to decompose complex problems. Able to engage in lateral investigations. Understands the need for security; knows to ask for help with respect to security. Understands the need for operations-ready systems, can articulate the need for automation; has a "trust nothing" mindset. Detail oriented. Can program in an administrative language; Can create packages. Understands code management. Can write and read SQL. Can perform basic database installation, creation, and monitoring knowledge; Understands basic database concepts.	Application/ interview/test	Can program in an administrative language; Can write simple applications. Able to scope small size software projects. Can write and read SQL. Can perform basic database installation, creation, and monitoring knowledge; Understands basic database concept; Understands basic replication. Can perform basic database tuning. Can be responsible for basic database backup and recovery. Is able to code against a documented REST API.
		Application/	Able to work as part of a team.

Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Personal qualities and attributes	Takes responsibility for their own actions and work. Has a customer centric attitude. Able to follow team processes and document their own work. Can work independently, with minimal direction. Takes initiative to tackle tasks relevant to their skill level. Capable of and responsive to change. Strives to be a team player. Fosters team working by demonstrating trust, confidence, and commitment in others' actions to create a supportive work environment.	interview/test	Improves team processes and creates documentation for use by others.
Other	Able to be flexible with working hours during peak periods, including some evening and weekend work Must be willing to undergo a basic DBS check.	Application/ interview/test	Able to work additional hours in times of need or crisis, and during open days and Visitor days

General Terms & Conditions of Employment

This post is a fulltime appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 5 £27,644 – £30,805 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:
- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:
- https://www.teacherspensions.co.uk - Teachers' Pension Scheme for academic staff
- http://aviva.co.uk - Aviva Scheme for professional and support staff
- http://www.nestpensions.org.uk - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the National Employment Savings Trust (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme,

occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: https://www.newman.ac.uk/knowledge-base/staff-benefits/ or please contact the Human Resources Department.

Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. CV's are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for**.

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

Closing date for applications: 23 July 2025
Interview date to be confirmed

Job Applicant Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data of job applicants please refer to the Privacy Notice for Job Applicants available at www.newman.ac.uk/privacy-notices/#blueprint_5