Entry Level Analyst Developer

About the Post

We’re offering the opportunity to join our Business Information team (BIT) at the Scottish Parliament to deliver a high-quality service to our wide range of customers, including Members of the Scottish Parliament (MSPs), their staff, office holders and Scottish Parliamentary Service Staff.

You will be joining the Application Support & Development team, within BIT, who provide a vital role with our primary functions to develop, support and maintain software services that directly underpin the core business of the Scottish Parliament, its process, its procedures and the people using these services.

This is an entry level position which will suit a recent graduate or someone interested in developing a career in Information Technology. The successful individual will be expected to develop into the role as they will be given an opportunity to apply skills and knowledge in a real business environment. We will provide you with a mentor and excellent learning and development opportunities to enable you to grow in the role.

Duties

The main duties (detailed below) and the skills and knowledge gained by you will focus on helping the wider business of the Scottish Parliament by applying problem-solving approaches to technical issues, by being creative in the delivery of new solutions and by contributing your thoughts and ideas to future design and development challenges within a dynamic culture where continuous improvement is valued.

Your main duties will include:

- Assisting with the support and development, maintenance, testing, delivery, documentation, planning and analysis of software applications which enable and support the goals of the Parliament
- Assist with the designing, documentation and modification of software specifications and data solutions throughout the full application life cycle
- Work closely with customers, other stakeholders and team members to understand business requirements and the design of quality technical solutions
- Maintain a current view of technologies already in use within the development area
- Assist with the identification of new technologies to be used to support parliamentary business
Skills, Knowledge and Experience Required

You must have at least an HNC or HND (SCQF level 7 or 8/ SVQ level 4) in a relevant subject (e.g. software development, computing etc).

This is an entry-level post so we are not expecting applicants to have experience in working in a similar role outside of any coursework you may have undertaken. However, any real-life experience you have in this type of role will be advantageous.

You must also be able to demonstrate the following skills and knowledge:

1. **Software Development Process**
   - Knowledge/awareness of the software development life cycle including the analysis, design, development and release of new and enhanced business solutions.
   - Knowledge/awareness of software testing and the release management process including designing test plans.
   - Knowledge/awareness of Agile software development.
   - Knowledge/awareness of Planning and Estimating and its importance in the workplace in managing resources.
   - Knowledge/awareness of how to evaluate and select appropriate tools/technologies to perform tasks in support of the business.

2. **Technical Skills**
   - Knowledge and some experience of developing with .NET development framework.
   - Knowledge and some experience of using SQL Server or similar Database technology.
   - Knowledge of object-oriented software design.
   - Knowledge/awareness of cloud technologies.
   - Knowledge and some experience of developing with web technologies.

3. **Problem Solving and Decision Making**
   - Ability to investigate a problem or issue and, with some assistance, deliver a resolution to meet a specific need.
   - Ability to evaluate complex and ambiguous information and then assist in the development of a coherent plan of action utilising good organisational skills.
   - Completer/finisher able to see work through to completion.

4. **Communication and Customer Engagement**
   - Good communication and interpersonal skills.
   - Ability to multi-task on several activities keeping stakeholders informed of progress.
   - Ability to communicate effectively both orally and in writing.
   - Ability to effectively share information as the business requires.
• Ability to recognise prioritisation of activities against business needs.

5. Team Working & Collaborative Working

• Experience of working within a team environment.
• Flexibility in terms of taking on different team roles.
• The ability to form effective working relationships within your team and when working with teams involving colleagues from across the organisation.

Your application should provide evidence demonstrating the skills, knowledge and experience as described above.

Application process

To apply, please provide:

• your CV (maximum of two sides of A4) setting out your relevant career history, responsibilities and key achievements and;
• a supporting statement on why you have applied and what interests you, demonstrating why you consider you are suitable for the role, having regard to the skills, knowledge and experience requirements for the role, as detailed above. This should be no more than two sides of A4.

Please send this and our completed Equal Opportunities Monitoring form to jobs@parliament.scot by 5pm Wednesday 14 August 2019. We will only consider applications that include a covering statement.

Please note that interviews will take place on 29 August 2019, however, this date may change.

For any questions about the post, please contact Malcolm Graham, Applications Support and Development Manager by email or telephone:

malcolm.graham@parliament.scot

Tel: 0131 348 5285

Applications from Gaelic speakers are welcome. Cuirear fàilte air tagraidhean bho luchd-labhairt na Gàidhlig.

If you don’t receive an automated acknowledgement within 24 hours of submitting your application, please contact us.

Disability

We guarantee to interview any disabled applicants who meet the essential requirements for the job they’ve applied for. This means that if you meet the criteria we have set and are assessed as providing “acceptable” evidence of the skills and qualities asked for we will automatically invite you to interview.
If you have a disability and would like to talk to us about any aspects of this job please get in touch.

**Salary**

The salary range for this post is shown below:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Year 1</th>
<th>Year 2</th>
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<tbody>
<tr>
<td>£22,493</td>
<td>£23,895</td>
<td>£26,411</td>
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**Benefits**

We offer a great range of benefits including 41.5 days’ leave (including public holidays), the opportunity to join the Civil Service pension arrangement with employer contributions of approximately 20.0%, as well as flexible working arrangements and family-friendly policies.

**General Data Protection Regulation**

For further details on how we will process your personal data please refer to the [HR Workers Privacy Notice and SPCB Recruitment Privacy Notice](#).