

**Job Title: MIS Systems Developer (Unit-e)****Location:** Chelmsford, Essex**Department:** MIS & Digital Transformation**Reports to:** Director of MIS & Digital Transformation

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**Role Purpose**

The MIS Systems Developer (UNIT-e) will be responsible for the development, maintenance, and enhancement of the Unit-e Management Information System (MIS) and associated applications. This role ensures that the MIS supports operational and strategic objectives, delivering accurate, timely, and secure data to stakeholders across the organisation.

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**Key Responsibilities****UNIT-e**

- **System Development & Customisation**
  - Design, develop, and implement custom solutions to meet business requirements.
  - Create and maintain scripts, reports, and workflows to optimise system functionality.
  - Integrate Unit-e with other systems and platforms where required.
- **Data Management**
  - Ensure data integrity, accuracy, and compliance with statutory and regulatory requirements.
  - Develop and maintain data validation processes and automated checks.
- **Reporting & Analytics**
  - Build and maintain dashboards and reports for operational and strategic decision-making.
  - Use tools such as Power BI, or SQL Reporting Services to provide data insights
  - Support stakeholders with ad-hoc data requests and analysis.
  - Validate and test reports for accuracy and relevance.

- **System Support & Maintenance**

- Provide technical support for Unit-e users, troubleshooting issues and implementing fixes.
- Monitor system performance and support the incorporation of updates, patches, and enhancements.
- Gather user feedback to continuously improve the system's usability and performance

## **Wider Support**

- **Other Data Reporting**

- Support the development and presentation of management reporting from data sources outside the UNIT-e structure
- Design and develop Data Warehouse structures to ensure efficient data storage and retrieval across multiple technologies.

- **Project Delivery**

- Collaborate with cross-functional teams on MIS-related projects.
- Document technical specifications, processes, and user guides.

- **Compliance & Security**

- Ensure compliance with GDPR and other data protection regulations.
- Maintain robust security protocols for MIS access and data handling.

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## **Essential Skills & Experience**

- Proven experience in developing and supporting Unit-E MIS systems.
- Strong knowledge of SQL, scripting languages, and database management.
- Experience with system integration and API development.
- Excellent problem-solving skills.
- Analytical thinking with the ability to interpret business data and present meaningful insights.
- Attention to detail to ensure accuracy in data and reports.
- Ability to manage multiple priorities and deliver to deadlines.

- Strong communication skills for working with technical and non-technical stakeholders.
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### **Desirable Skills**

- Knowledge of education sector data requirements (e.g., ILR, ESFA returns).
  - Experience with Power BI or other reporting tools.
  - Familiarity with cloud-based solutions and digital transformation initiatives.
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### **Qualifications**

- Degree in Computer Science, Information Systems, or related field (or equivalent experience).
- Relevant certifications in MIS development or database technologies (desirable).