

## **Job Description**

### **Lead Intranet Developer (.NET)**

**Department:** Information Services

**Reporting to:** Director of MIS and Digital Transformation

**Location:** Moulsham Street, Chelmsford

**Contract Type:** Permanent, Full-Time

### **About the Role**

The Lead Intranet Developer is responsible for the development, enhancement, and ongoing support of the College's intranet platform, built using Microsoft .NET technologies.

The intranet is the College's primary internal communication and information platform, supporting staff access to policies, procedures, operational documentation, management information, curriculum resources, and cross-college communications, alongside Microsoft Teams.

Working collaboratively with the In-House Systems Development Team, the postholder will provide technical leadership and full lifecycle ownership of the intranet platform, ensuring it supports the operational needs of a modern Further Education (FE) environment and aligns with the College's Digital Strategy.

### **Key Responsibilities**

- Lead the technical architecture, development standards, and roadmap for the College intranet.
- Ensure solutions are secure, scalable, maintainable, and aligned with Microsoft best practice.
- Act as the technical authority for intranet-related development decisions.
- Advise senior IT leadership on platform improvements and digital opportunities.
- Maintain technical documentation and development governance.

### **Development and Enhancement**

- Design, develop, and maintain intranet functionality using .NET technologies (e.g. ASP.NET Core, C#).

- Implement new modules to support College processes, such as:
  - Policy and document management
  - Workflow approvals
  - Dashboards and reporting
- Improve usability and accessibility in line with UK public sector accessibility requirements.
- Ensure responsive design for use across devices.

### **Management Information and Systems Integration**

- Integrate the intranet with internal systems including:
  - Management Information System (MIS)
  - HR, Finance and payroll systems
  - Document management platforms
- Develop and maintain secure APIs and data integrations.
- Ensure data accuracy, integrity, and appropriate access controls.
- Support reporting requirements linked to funding, audit, and inspection.

### **Security, Data Protection and Compliance**

- Ensure compliance with:
  - UK GDPR and the Data Protection Act
  - College information security policies
- Implement role-based access control and authentication, including Microsoft 365 and Azure AD integration.
- Support internal and external audit requirements.

### **Stakeholder Engagement**

- Work collaboratively with:
  - MIS teams
  - Curriculum managers
  - Student services
  - HR and finance departments
- Translate operational and business requirements into technical specifications.

- Contribute to cross-College digital transformation initiatives.

### **Support and Continuous Improvement**

- Provide second- and third-line support for intranet-related issues.
- Monitor platform performance and usage analytics.
- Identify opportunities to reduce manual processes through automation.
- Contribute to business continuity and disaster recovery planning.

### **Person Specification**

#### **Essential Qualifications**

- Degree in Computer Science, Software Engineering, or a related field, or equivalent professional experience.
- Evidence of continued professional development.

#### **Essential Experience**

- Substantial experience developing web applications using .NET (ASP.NET Core, C#).
- Strong experience with SQL Server and relational database design.
- Proven experience integrating systems and working with APIs.
- Experience supporting business-critical internal systems.
- Experience implementing secure authentication and role-based access control.
- Experience working within structured change management processes.

#### **Desirable Experience**

- Experience working within a UK Further Education or public sector organisation.
- Knowledge of FE MIS platforms (e.g. ProSolution, EBS, Unit-e).
- Experience with Microsoft Azure or hybrid cloud environments.
- Experience with DevOps practices and CI/CD pipelines.
- Knowledge of accessibility standards, including WCAG.

#### **Skills and Competencies**

- Strong analytical and problem-solving skills.
- Ability to communicate effectively with both technical and non-technical stakeholders.

- Excellent organisational skills with the ability to manage competing priorities.
- High attention to detail, particularly regarding data accuracy and compliance.
- Collaborative, service-focused approach.
- Commitment to safeguarding, equality, diversity, and inclusion.

### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults. The successful candidate will be required to undertake an enhanced DBS check and work in line with safeguarding, Prevent and equality policies.