

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE:	IT Analyst	LOCATION:	Woodhill House
SECTION:	IT		
REPORT TO:	IT Manager		
GRADE:	5	POST REF:	20-02

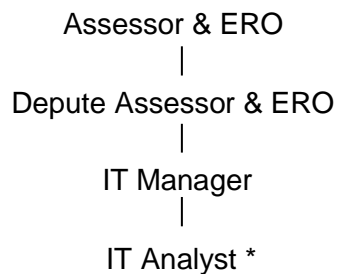
(2) JOB PURPOSE AND WAY OF WORKING

To analyse, design, develop and implement new Oracle based systems and support existing systems.

(3) MAJOR TASKS

- | | | |
|-----|------------------------------------|---------------------------------------------|
| 3.1 | To develop new Oracle systems | } individually or as part of a project team |
| 3.2 | To support existing Oracle systems | |
| 3.3 | To provide end user training | |

(4) REPORTING RELATIONSHIPS This job is indicated by *



(5) DUTIES TYPICALLY INCLUDE:

5.1 To develop new Oracle Systems

- 5.1.1 Analyse and design new Oracle forms & reports.
- 5.1.2 Prepare requirements and design specifications.
- 5.1.3 Prepare project task breakdowns and work time estimates.
- 5.1.4 Design and code Oracle forms and reports.
- 5.1.5 Design Oracle databases.
- 5.1.6 Prepare and implement Unix shell scripts.
- 5.1.7 Prepare systems test data and test plans

5.2 Provide support for existing Oracle Systems

- 5.2.1 Prepare analysis and design for updates and amendment to existing Oracle systems.
- 5.2.2 Update and amend existing Oracle forms and reports.
- 5.2.3 Support existing Oracle systems.

5.3 Provide end-user training

- 5.3.1 Prepare both end user and technical documentation.
- 5.3.2 Deliver end user training to relevant staff.

5.4 Liaison with outside bodies

- 5.4.1 Liaise with external entities such as Councils, contractors and customers.

The above is intended to provide a clear but concise statement of the MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all the detailed duties which the post holder will be expected to undertake. The range of duties and responsibilities may alter in the course of time in light of legislative amendments affecting the Department's statutory functions.