

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE:	IT Analyst	LOCATION:	Woodhill House
SECTION:	IT		
REPORT TO:	Depute Assessor & ERO		
GRADE:	5	POST REF:	21-09

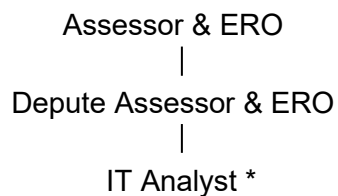
(2) JOB PURPOSE AND WAY OF WORKING

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

(3) MAJOR TASKS

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|-----|------------------------------------|---|
| 3.1 | To develop new IT 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 IT Systems

- 5.1.1 Analyse and design new IT systems.
- 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 IT Systems

- 5.2.1 Prepare analysis and design for updates and amendment to existing IT 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.