Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Trainee Software Engineer</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 4 Training Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>Digital Research Service</td>
<td>Location</td>
<td>Jubilee Campus</td>
</tr>
</tbody>
</table>

**Purpose of role**

The purpose of this role is to provide a recent graduate with an opportunity to develop into a full analyst within the Digital Research Service (DRS). The applicant will be expected to work on a wide range of internal and external stakeholders. This will include working on projects of national importance and commercially sensitive contracts.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undertake Software Development Projects for Research</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Take direction from senior team members for the design, implementation, and documentation of software for research projects.</td>
<td>65%</td>
</tr>
<tr>
<td>▪ Assist researchers in following best practices in software development practices, version control and methodologies.</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Development</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Develop own skills and professional capability in line with the needs of the service.</td>
<td>20%</td>
</tr>
<tr>
<td>▪ Maintain an awareness of technical developments, tools and ideas in software development, including attending seminars, technical briefings, conferences and technical group.</td>
<td></td>
</tr>
<tr>
<td><strong>Deliver Output</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Support researchers by contributing to research papers to be published in academic literature and grants.</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Develop Researcher Objectives</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Actively represent Digital Research Service with a remit to offer specialist expertise and guidance.</td>
<td>5%</td>
</tr>
<tr>
<td>▪ Promote access and use across the institution.</td>
<td></td>
</tr>
<tr>
<td>▪ Provide researchers with access to expertise and advice that has a strong impact on improving research quality.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop own skills and professional capability in line with the needs of the service.</td>
</tr>
</tbody>
</table>
# Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information.</td>
<td>▪ ASP.NET Core (C#).</td>
</tr>
<tr>
<td></td>
<td>▪ Ability to evaluate requirements and bring new insights.</td>
<td>▪ React (TypeScript).</td>
</tr>
<tr>
<td></td>
<td>▪ Strong organisational, collaborative, and communication skills for dissemination of results.</td>
<td></td>
</tr>
<tr>
<td>Knowledge and experience</td>
<td>▪ Experience in full stack development.</td>
<td>▪ Knowledge of Agile software development practices.</td>
</tr>
<tr>
<td></td>
<td>▪ Knowledge of version control such as Git.</td>
<td>▪ Experience in working in a service-orientated group.</td>
</tr>
<tr>
<td></td>
<td>▪ Knowledge of different database technologies such as SQL.</td>
<td>▪ Experience in working in the commercial sector or academia.</td>
</tr>
<tr>
<td>Qualifications, certification and training</td>
<td>▪ Relevant professional experience in a related field, e.g. providing</td>
<td>▪ Postgraduate degree in a relevant computational field.</td>
</tr>
<tr>
<td>(relevant to role)</td>
<td>software development or analytics in an academic or industrial setting.</td>
<td></td>
</tr>
</tbody>
</table>

As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those whose protected characteristics under the Equality Act 2010, are not well-represented in our current staff body.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Valuing people</strong></td>
<td>Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.</td>
</tr>
<tr>
<td><strong>Taking ownership</strong></td>
<td>Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health &amp; Safety, Equality, Diversity &amp; Inclusion, and other considerations.</td>
</tr>
<tr>
<td><strong>Forward thinking</strong></td>
<td>Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.</td>
</tr>
<tr>
<td><strong>Professional pride</strong></td>
<td>Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.</td>
</tr>
<tr>
<td><strong>Always inclusive</strong></td>
<td>Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.</td>
</tr>
</tbody>
</table>
Key stakeholder relationships

Researchers

Grant Holders/PIs

Team colleagues

Line manager

DRS Senior Team member

Role holder

Trainee Software Engineer

Key relationships with others