Job Description – MIS Software Developer

Role Title: MIS Software Developer	Normal Place of Work: Weymouth Campus
Line Manager: Director of MIS and Exams	

Main purpose of role

Are you a detail-driven problem solver with a passion for data and systems that make a real impact? Do you thrive in a collaborative environment where your work supports student success and institutional excellence?

We're looking for a dynamic MIS professional to join our newly merged college, bringing together the best of Weymouth and Kingston Maurward. This is an exciting time to be part of our journey as we enhance our digital infrastructure and data capabilities across two beautiful campuses

Join our MIS team at Coastland College and help shape the digital tools that support thousands of learners across Dorset.

This is a hands-on, based primarily at our Weymouth Campus, with occasional work at our Dorchester site and remote working. You'll be part of a collaborative team driving innovation in internal systems and public-facing applications.

Experience with education MIS platforms such as ProSolution, will be essential.

Experience also required in writing and displaying reports using SQL and PowerBI.

Candidates with a strong understanding of these platforms will be well-positioned to contribute effectively from day one. Equally important is the ability to quickly learn and support custom-built and internal systems, ensuring seamless integration and ongoing development across the college's digital infrastructure.

What we stand for

Here at Coastland College, we have one purpose which stands as an ever-present and unchanging reminder of why we're here: to inspire our students and apprentices for individual success beyond expectation, ensuring that they are future-ready and prepared for today and tomorrow's world.

We're proud of who we are and the ambitious, dedicated teams who always strive to bring out the very best in our students. Recruiting more brilliant individuals who share our values and passion is so important to us, so do our values speak to you?

We are Connected: Inspired by our heritage, we play a key part in a collaborative ecosystem – where everyone has a platform to grow, contribute and make an impact beyond borders.

We are Courageous: In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed, through deep-rooted curiosity and resilience.

We are Dynamic: We embrace innovation, technology, industry advances and hands-on learning, in everything we do – helping and challenging employers to ensure they thrive in their sector.

Coastland College

Job Description and Person Specification

We are Empowering: We create opportunities for all; our staff, our students, our community, the economy and the world – opening doors and helping everyone achieve their full potential.

We are Welcoming: We celebrate diversity, ensuring a safe, inclusive, supportive and sustainable environment for all – a space where everyone is valued and treated with respect.

What will the job entail?

- **Maintain and develop student records & data systems**
  Ensure core MIS platforms are accurate, reliable, and up to date for student tracking and reporting**.**

- **Support curriculum planning, timetabling & reporting**
  Assist academic teams with data-driven scheduling and performance insights**.**

- **Ensure data accuracy for funding & compliance**
  Maintain high standards of data integrity to meet regulatory and funding requirements.

- **Collaborate with academic & support teams**
  Work closely with staff to improve data workflows and system usability.

- **Contribute to smarter MIS tools**
  Help design and implement more efficient, user-friendly systems for college operations.

- **Enhance & maintain in-house web applications**
  Improve existing tools like the Electronic Individual Learner Plan system for internal and public use.

- **Develop new web-based tools**
  Create innovative applications that support student engagement and operational efficiency**.**

- **Integrate live data & charting into portals**
  Build dynamic dashboards and interfaces using real-time MIS data.

- **Align development with ICS**
  Follow strategic priorities and best practices in software development**.**

- **Document development work clearly**
  Maintain thorough records of code, changes, and system architecture for transparency and continuity.

All Staff Responsibilities, regardless of role:

- Embed safeguarding into all working practices and escalate any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective employees as part of the application process.
- Adhere to Health and Safety best practices and ensure a safe working environment for everyone, according to the Health and Safety at Work Act.
- Champion and be an advocate for Equality and Diversity throughout the College, complying with all related policies and their recommendations.
- Model and promote employee values and behaviours in accordance with the Staff Code of Conduct.
- Actively participate in your appraisal, contributing to a culture of courageous self-reflection, empowerment and professional growth.
- Positively represent and promote the College both internally and externally, acting as an ambassador.
- Contribute to cross College events, supporting and promoting the College across both campuses.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Use all available resources efficiently and effectively, in line with environmentally and sustainable practices.

Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification, so this is your chance to showcase what you can offer. Please ensure you demonstrate in your application how you meet the criteria outlined below to give yourself the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
4 GCSE's at grade A - C	Y	
BTEC Level or equivalent in software development	Y	
Knowledge and Experience		
Commercial experience of ODBC data connections via Classic ASP.	Y	
Proven track record of web application development	Y	
Experience with ProSolution	Y	
Experience with ASP.NET, either VB or C#	Y	
Experience of interfacing Classic ASP (VB) with database systems including Microsoft SQL and Access, in a commercial environment	Y	
Java Script, HTML, CSS	Y	
SQL, Power BI, Python, DAX, M (Power Query)	Y	
Skills and Abilities		
Strong communication skills	Y	
Ability to work well under pressure	Y	
Strong work ethic and ability to work in a dynamic environment	Y	
Natural problem solver who maintains a positive attitude in challenging situations.	Y	
Assertive: Capable of identifying and addressing potential technical threats and issues	Y	
Service Driven: Focused on providing great end-user experience.	Y	