**Our Ref: 003/25**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College

merged to create a single college called Edinburgh College.

We refer to your request for information dated 28 January 2025. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**003/25 (1):** Please provide the department structure and job descriptions for members of the College's ICT support team and associated teams. By associated teams, I mean those which are separate from the ICT function but interact with the ICT team at a technical level: for example, Cyber Security; Systems Development; Information Systems.

The College previously sent you this information on 16 August 2021 (Our Ref: **017/21 (1)**). Please find the updated department structure attached.

We have also provided the following updated job descriptions:

* IT Business Solutions Developer
* Business Analyst

Please note, all other job descriptions sent to you in 2021 remain the same.

**003/25 (2):** How many user accounts does the College's ICT team support? 30,210

**003/25 (3):** How many workstations (any operating system platform) are in the College's ICT estate? 4,319

**003/25 (4):** How many servers, both on-premise and cloud-hosted, are in the College's ICT estate? 140

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Vice Principal, Corporate Development at the postal address below or e- mail the Vice Principal, Corporate Development at [governance@edinburghcollege.ac.uk](mailto:governance@edinburghcollege.ac.uk) describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and address (email or postal) for correspondence).

You have 40 working days from receipt of this letter to submit a review request to: Vice Principal, Corporate Development

4th Floor

Edinburgh College (Milton Road Campus) 24 Milton Road East

Edinburgh EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

You can make an appeal to the Commissioner by email or post.

To appeal by email, send your application form or email to mail to: [**enquiries@foi.scot**](mailto:enquiries@foi.scot)

To appeal by post, send your application form or letter to:

Scottish Information Commissioner Kinburn Castle

Doubledykes Road St Andrews

KY16 9DS

Full details on how to make an appeal to the Commissioner are available from their website: [Appeal](https://www.foi.scot/appeal) [to the Commissioner | Scottish Information Commissioner (foi.scot)](https://www.foi.scot/appeal)

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Kind regards FOI Team

Chief Operating Officer

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Digital Infrastructure Service Lead

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| Digital Devices and Quality Service Lead | |
|  | ------- |
| Field Service Engineers Team  Senior Field Team Leader  Field Service Technicians | |

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Network Engineers

Project and Service Support Administrators



Assistant Principal Quality

& Improvement

Development Service Lead

IT Business Solutions

Developer

Interaction & Graphic Designer

Business Analyst

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**College**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| Job title IT **Business Solutions Developer** I  Grade Faculty/Department  Reports to **[...]** | | |
| **Position summary** | | |
|  | Working as part of the Business Solutions Development Team to design, develop, test, deploy, and maintain all internal server-side and client-side code for Edinburgh College's full suite of applications, interfaces, websites, and microsites.  To advise and build the development of technical innovation within the college. To contribute to and comply with the college's internal secure development policy.  System design, development, and testing will be performed utilising the Microsoft Stack, programming in C#, and the .NET Framework. Database creation and administration using Microsoft SQL Server. Agile project management exposure is desirable for this role (DSDM). |  |
|  | | |
| **Line management responsibilities (if applicable)** | | |
|  |  |  |
|  | | |
| **Main duties** | | |
| **Duties/responsibilities(Note: it is helpful to organise these into sections)** | | |

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| --- |
| This role provides the specialist skills required to deliver Edinburgh Colleges Digital Strategy. These specialist skills are:   * C# .NET Framework * SQL Server * Bootstrap * Design System * App Development   Within this role you will also be required to:   * develop software to meet user needs * follow best practice guidelines and help to improve those guidelines * write clean, secure and well-tested code * coach and mentor colleagues (in order to share knowledge and develop skills within the team) * operate the services you build and identify issues in production   Consultation, design, testing, and project implementation are also included in the broad skill set required for the role.  Agile project management methodology will be used.  The position requires high communication skills, must be solution-driven, and must be highly adaptable to the end business benefits outlined within the projects.  The duties include the translation of user stories to the creation of tasks within Microsoft Devopps, the development and maintenance of the Edinburgh Colleges website and intranets, existing applications, and experience using SQL and MS Azure. |
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| **Note:** In addition to these duties, employees are required to carry out such other duties as may reasonably be required. |

**Knowledge/Qualifications**

Essential:

Desirable:

Degree in computing or related Agile Project Management

C#

.net Framework

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# Experience

Essential:

3 years working in a Development Team Ability to work within a team

Desirable:

# Abilities/Skills

Essential:

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Ability to work within a team

Desirable:

# Other role related requirements

### Essential:

Ability to work flexibly and effectively respond to changes

### Desirable:

Date Completed 07/08/2024

### Authorised (Head of Faculty/Department)

Reviewed/updated on

*Please note:* we *are unable to accept CV's. All our vacancies must be applied for by completing the on-line application form.*

*To reach the interview stage* we *must ensure you meet every 'essential' criteria stated* on *the Person Specification. In cases where the majority of applicants meet all the essential criteria, the desirable criteria will be used to form a final shortlist.*

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**Edinburgh**

**College**

## JOB DESCRIPTION

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| --- | --- |
| **Post title** | Business Analysis |
| **Department** *I*  **Section** | **Corporate Development** |
| **Responsible To** | Service Lead - Development |

Working with stakeholders from all business areas and related college staff to define and document business processes and software requirements.

To drive and contribute on process, policy, training, communication gaps within the Edinburgh College identified by and in compliance with Edinburgh Colleges Blue Print.

**Overall Purpose of Job**

**Main Duties and Responsibilities**

This role provides specialist skills required to deliver Edinburgh Colleges Blue Print. These specialist skills are: AgileDSDM

Information Mapping

Creation of required project documentation such as decision logs, project initiation documents Facilitating user story gathering sessions

Undertaking lesions learned

Consultation; design; testing; and project implementation are also included in the broad skill set required for the role. Agile project 1nanagement methodology will be used, the role must:

Be highly collaborative

Work closely with the customer

Prioritise customer requirements regularly

The position requires high communication skills, must be solutions driven and highly adaptable towards end business benefits outlined within each project. The position also has a requirement to work with business sponsors in order to help identify these benefits.

Scrum meetings will be held daily, the position will play a wide variety of roles within these meetings such as Workshop facilitator, Technical Business Advisor and Business Visionary.

The duties include, gathering of user stories to sprint planning.

Prioritisation of tasks and managing expectations on business crucial demands is key.

## Line Management Responsibilities (where applicable)

### Please note that appointment to any post at Edinburgh College is subject to satisfactory completion of all recruitment checks. A start date cannot be confirmed until the College is in receipt of a satisfactory PVG disclosure.

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