University of Edinburgh

Job Description Template

1. Job Details

Job title: Computer Officer (Application Programmer)

School/Support Department: School of Molecular and Clinical Medicine

Unit (if applicable): Division of Clinical Neurosciences

Line manager: Head of Division / IT Manager

2. Job Purpose

To design, develop and maintain software to assist in the editorial processes required to produce systematic reviews by the Cochrane Stroke Group.

3. Main Responsibilities

1. **Cochrane Stroke Group** (CSG) Design, develop and maintain a large relational database management systems that facilitate the research conducted by the Cochrane Stroke Group. These include the development of several desktop and web based user interfaces for data input, query retrieval and reporting for both local and remote users. Approx. % of time 50

2. **Division's Stroke Research Group** (SRG) Design, develop and maintain dynamic web-based applications that provide: randomisation services for patient recruitment into international clinical studies, online collaboration tools (forums, document management systems), and management reporting and alerting services for the principal investigator and their research team. Approx. % of time 50

4. Planning and Organising

Development work is managed to ensure that each module of a software application or database system is delivered as agreed with the principal investigator and research group. Requirement gathering is performed at the beginning of the project through meetings and consulting the research protocol. Regular project group meetings help fine tune the requirements and priorities through the projects life cycle.

5. Problem Solving

By its nature, problem solving is the main characteristic of application programming. Applying personal experience coupled with new innovative technologies helps ensure that problems can either be avoided or easily surmounted. If a solution is not forthcoming then, within the Division, there’s a large IT Group that can share their wealth of knowledge and experience.

6. Decision Making
The post holder has sole responsibility for the design and implementation of the system proposed for the project. This will involve consulting with the IT Manager to ensure that the appropriate technologies and frameworks are suitable, supported and currently available so that the solution can be easily deployed when ready.

7. Key Contacts/Relationships

Local members and associates of the Cochrane Stroke Group
Head of Division and the Stroke Research Group
IT Manager and the local DCN IT Group
External users of software and projects’ collaborators

8. Knowledge, Skills and Experience Needed for the Job

Essential:
Excellent communications skills, both written and oral
Several years experience in the full life cycle of software solution development
Strong database design and management skills in both file system and client server database systems (e.g. Microsoft SQL server and dBase IV)
Proficient in at least one object orientated programming such as Visual Basic.
Fluent in web development technologies such as ASP, XML, HTML, Java, CSS and ADO/OLEDB database connectivity

Desirable:
Some background in scientific research and prior work in medical literature review work.
General understanding of networks, operating systems and security

9. Dimensions

The Cochrane Stroke Group supports over 260 authors across 20 countries worldwide.

10. Job Context and any other relevant information