

JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks
It may be varied from time to time at the discretion of the School, in consultation with the post holder.

Vacancy No:	000340
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Job Title:	Software Developer, ELAR
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Department:	Linguistics
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Grade:	7/AC2
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Accountable to:	Director of ELAR
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Job Summary:

In consultation with the Director of ELAR, to extend and evolve ELAR's existing language archive information systems to enhance their functions, interface and usability for archive users, and to provide new applications for ELAR staff to assist with collection management, curation, administration and reporting.

Key Tasks:

In consultation with the Director of ELAR, to extend and evolve ELAR's existing language archive information systems to enhance their functions, interface and usability; to provide new applications for collection management, curation, administration and reporting.

Provide software, programming, and related advice to the HRELP project more broadly.

Keep up to date with issues in digital archiving of endangered languages through engagement with ELAR's clients and academic communities; share information about the project via conferences and papers.

Other activities as assigned by the Director of ELAR.

Competency and Evidence

Communication

Oral:

The software developer will need excellent communication and negotiating skills for working with the team, the HRELP project partners and clients on complex problems.

Written:

The software developer will need good written communication skills to undertake a variety of written outputs including planning and documentation, emails to colleagues and clients, and communicating about ELAR to academic and non-academic audiences.

Teamwork and Motivation

The software developer will be a key member of the archive team, and will work in the context of the HRELP team.

Liaison and Networking

The software developer will work intensively with the small, close ELAR team within a larger Endangered Languages Project, and will also work with external ELAR clients via email and telephone.

Service Delivery

The software developer will collaboratively design, document, build, adapt and theme scalable, reliable, user-centred web platforms with access control and sophisticated graphical user interfaces. Candidates must demonstrate successful Web 2.0 software development.

The software developer will undertake a range of programming tasks involving language data.

Decision Making Processes and Outcomes

The software developer will make decisions both independently and in negotiation with the team.

Planning and Organising Resources

The software developer will be responsible to the ELAR director for general project direction, but will be expected to independently undertake careful planning, to communicate plans, and to organise his/her own priorities and resources.

Initiative and Problem Solving

The appointee as sole developer will need to initiate innovations and to prioritise dealing with tasks and problems. Highly developed skills are needed for solving problems related to all aspects of software design and maintenance and manipulating language data.

Analysis and Research

In collaboration with the team, the software developer will analyse staff and user needs in the context of trends in archives, documentation and technology, and will research and communicate appropriate software solutions, including adapting existing solutions.

Sensory and Physical Demands

The role involves significant periods working at a computer.

Work Environment

Stable, clean environment.

Team Development

Ability to work both independently and as part of a small team. ELAR works as a small, close team within a larger Endangered Languages Project, so strong communication and collaborative skills in the context of the teams are extremely important.

Teaching and Learning Support

The software developer will take part in delivering some training on areas within his/her expertise.

Knowledge and Experience

Comprehensive knowledge of PHP, MySQL, JavaScript, jQuery, AJAX, Apache Solr, Drupal and Linux system administration.

A degree in IT, Information Systems, Linguistics area, or equivalent experience.

Experience working in and making contributions to a language archive or related facility.

The software developer will work with a range of people so cross-cultural work experience and/or familiarity with a language other than English would be an advantage.

The software developer will communicate with field linguists so study, research or field experience in a relevant humanities area would be an advantage.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.

December 2011

PERSON SPECIFICATION



Job Title: Software Developer (ELAR)

Department: Linguistics

Essential Skills, Knowledge, Experience:

Comprehensive knowledge of PHP, MySQL, JavaScript, jQuery, AJAX, Apache Solr, Drupal and Linux system administration.

Experience working in and making contributions to a language archive or related facility.

Essential Qualifications:

A degree in IT, Information Systems, Linguistics area, or equivalent experience.

Essential Personal Qualities:

Excellent analytical, communication, writing, and negotiating skills, and attention to detail.

Desirable:

Cross-cultural work experience and/or familiarity with a language other than English would be an advantage.

Study, research or field experience in a relevant humanities area would be an advantage.

Closing date: 05 January 2012

Interviews are provisionally scheduled for week commencing: 30 January 2012

Job applicants who have been shortlisted would normally be notified within six weeks of the closing date. If you have not heard from the Human Resources Directorate by this date, please assume that your application for employment has been unsuccessful on this occasion.

SOAS values diversity and aims to be an equal opportunities employer.