**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Title:** | | Robotics (RPA) Developer |
| **Pay Band** | | Varying dependant on experience |
| **Responsible to:** | | Director of Integration |
| **Accountable to:** | | Group CEO |
| **1. Job Role/Purpose** | | |
| The Robotics (RPA) Developer will be responsible for the design, creation of automation robotic solutions and integration between existing systems, as well as related maintenance activities.  Overall responsibilities include the provision of cost-effective, risk-controlled, robust, reliable, responsive and secure automation solutions to support clinical and corporate transformation needs to assist the organisation in delivering strategy. | | |
| **2. Key Duties & Responsibilities** | | |
| * Identifying scope for new automation and collaborating with key stakeholders, i.e., clinical leads & partners, gathering all requirements from the relevant stakeholders. * Participating in all aspects of the automation development lifecycle; for example, solution development, testing and deployment, as well as maintenance; and completing build and testing in a timely manner. * Ensuring that any developed solution is cost-effective and efficient, and maintains system security and data integrity, and that any developed solution does not contain any single points of failure,or pose any unacceptable risks. * Producing robust process and project documentation to escalate any key issues or risks, whilst also providing resolutions. Delivering high quality reporting communicating all risks, issues and statistics with key stakeholders * Collaborating with team members to share knowledge and ideas when developing solutions in an Agile environment, as well as with infrastructure leads to ensure system and support alignment   NB: This job description outlines the key duties that are expected of you within the role of Robotics (RPA) Developer although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change. | | |
| **3. Other Responsibilities** | | |
| **Health and Safety**   * To comply with the Health and Safety at Work etc. Act 1974. * To take responsibility for his/her own health and safety and that of other persons who may be affected by his/her own acts or omissions.   **Equality and Diversity**   * To carry out at all times his/her responsibilities in line with the Modality Equal Opportunities Policy and Procedure.   **Risk Management and Clinical Governance**   * To work within the Clinical Governance Framework of the business, incorporating Risk Management and all other quality initiatives.   **Confidentiality**   * To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the Data Protection Act 1998 and Caldicott Guardian. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.   **General**   * To undertake any other duties commensurate with the role, within the bounds of his/her own competence. * In light of national policy and the due needs of the business it may be necessary for the Partnership to alter the opening hours of the business. * Undertake any other duties commensurate with the grade of the post and the responsibilities of the CEO and for whom the post is supporting. * Other ad hoc duties as required by the responsible / accountable managers * To undertake any other duties commensurate with the scope of the role and within your skill set as requested. | | |
| **4. Knowledge, Skills and Personal Qualities:** | | |
| **Knowledge:** | * Educated to degree level. * Relevant software engineering, or automation training. * Proven experience of using automation software to deliver automation solutions * Six Sigma qualified (D) * Experience of using automation software such as Blue Prism (D) * Knowledge of additional technologies, which lend themselves well to automation (D) * ITIL certified (D) | |
| **Skills:** | * Great analytical and problem-solving skills. * Great organisation skills, excellent time management. * Excellent oral and written communication skills. Ability to communicate in a non-technical way * Effective communicator and ability to work well as part of a team. * Ability to prioritise own tasks and work unsupervised. * Complete confidence with technology to facilitate creativity within automation solutions. * Ability to multi-task where required to ensure competing priorities can be met * Ability to work in an Agile environment (Kanban, Scrum). * Knowledge of other scripting and coding languages, such as SQL or Python (D) | |
| **Personal Qualities** | * Professional approach to work * Comfortable using judgement to take decisions on own initiative * Self-starter, able to work unsupervised and on own initiative with the ability to prioritise own workload and multi-task. * Courteous and effective when dealing with people. * Ability to exchange information in a tactful and diplomatic manner * Confident, reliable, approachable and self-motivated. * Flexible and versatile * Team player, who is willing to educate others within the team, but also keen to learn from others and their experiences. | |
| **STATEMENT:**  **This job description will be agreed between the jobholder and the CEO to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.**  **Post holder: ……………………………………………………………………..**  **Manager: …………………………………………………………………………**  **Date: ………………………………………………………………………………** | | |