Job Profile   (To be attached to the relevant Grade Profile document)

Core job information

Job Title	**Software Developer**		
Dept./School/Inst.	School of Electronic Engineering and Computer	Section/Centre/Unit	C4DM
Career Family	Professional	Grade	3
Working hours per week	35 Hours	Appointment period	6 months
Reports to (job title)	(PI) Simon Dixon	Current location	Mile End

Job purpose

To undertake software development in collaboration with and under the supervision of Dr Simon Dixon, Principal Investigator in order to realise the objectives and development of the project Sustainable Management of Digital Music Research Data, funded by the JISC. Anticipated activities include: auditing and cataloguing research data, reviewing existing data management systems for academic use, development and deployment of a data management system according to the specifications given by the PI, writing tutorial and technical documentation; and presentations at conferences and workshops.

The project will be based in the Centre for Digital Music (C4DM), part of the School of Electronic Engineering and Computer Science at Queen Mary University of London. C4DM is a world-leading multidisciplinary research group in the field of Digital Music and Audio Technology, with a broad range of skills and a strong focus on making innovation usable.

Knowledge, Skills & Experience

	Requirements	Essential/Desirable
Qualifications	1. Undergraduate degree in a relevant subject (e.g. Computer Science, Electronic Engineering) or equivalent experience	1. Essential
	2. MSc in a relevant subject at distinction level and/or equivalent professional experience	2. Desirable
Experience	3. Experience of web software development (e.g. Java servlets or Ruby on Rails)	3. Essential
	4. Experience of web application deployment using Linux and Windows.	4. Desirable
Knowledge, skills & abilities	5. Understanding of software engineering principles	5. Essential
	6. Knowledge of network protocols such as HTTP	6. Essential
	7. Familiarity with the use and configuration of network filesystem services such as SMB and NFS.	7. Essential
	8. Familiarity with version control systems	8. Essential
	9. Knowledge of music informatics and/or audio signal processing	9. Desirable
	10. Understanding of the research and development process	10. Essential
	11. Ability to organise and prioritise own work and organise research within the project timetable	11. Essential
	12. Effective team working	12. Essential
	13. Excellent communication skills	13. Essential
	14. Ability to maintain accurate and up to date records	14. Essential
Attitude & disposition	15. Flexible and co-operative	15. Essential
	16. Self-motivated and hardworking	16. Essential

	17. Willingness to learn new skills	17. Essential
Other circumstances	18. General health appropriate to the duties of the post	18. Essential
	19. Willingness to work flexibly in order to achieve project demands.	19. Essential
	20. Willingness to travel to meetings and conferences.	20. Essential
	21. Availability for full length of project	21. Desirable

Main Duties and Responsibilities of the Role

1. Contribute towards the project Sustainable Management of Digital Music Research Data, including data audit, cataloguing, software development, documentation, deployment and gathering user feedback.

2. Any other relevant activities related to the project as appropriate.

3. The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such administrative and other duties as may from time to time be reasonably expected of a member of professional grade staff in a university, as requested by the line manager or Head of School.

Working Environment

4. Collect data and undertake any appropriate analysis of data as requested.

5. Maintain appropriate databases, keeping accurate written and computerised records and to ensure that these records are stored in a secure place, and to maintain confidentiality of all electronically stored personal data in line with the provisions of the Data Protection Act.

6. Comply with relevant College policies and regulations with due regard to financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property and patenting, data protection or any other rules, regulations or codes binding on the member of staff.

7. Participate in the College Appraisal Scheme (QMPAS) and demonstrate a commitment to continuing professional development.

8. To show a professional attitude to matters of laboratory organisation and safety, and to observe and to take an active role in fulfilling all statutory health and safety regulations.

9.   To ensure that all research is undertaken according to good research practice and guidance, such as Good Clinical Practice (GCP), / Good Laboratory Practice (GLP),/ College and Trust protocols.

These duties will be subject to review in line with the changing requirements of the School or College, and with the development needs of the postholder as identified through regular review/appraisal processes.

Freedom to Act & Decision Making

10. Develop, in collaboration with the Principal Investigator, such new techniques as may be necessary to achieve the goals of the project.

11. Assist in the supervision of student projects, as necessary.

12. Judgements involving complex facts or situations, which require analysis, interpretation and comparison of data or any other information.

13. To adopt flexible working practices where required.

14. Encourage interaction between team members.

Communication & Networking

15. Exchange relevant information, relevant to the project both internally and externally: with staff, students, senior management and peers.

Internal
16. Establish and maintain relationships in order to collaborate with researchers and academics in own team, within the School and outside the School within the College when necessary.

17. To work with students.

External

18. Providing, receiving and presenting complex information to a large group of people.

Finance/Resource Management

n/a

People Management

19. Where appropriate to assist the supervision, training, expert advice and / or assistance to new members of the team or students.

Changes

20. This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.