

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Lead Automation Developer |
| **Service** | Strategic Development and Delivery |
| **Grade** | Grade H |
| **Location and Hybrid working status** | Docklands campus, minimum 2 days per week on campus when required |
| **Reporting to** | Head of Process Improvement |
| **Line management for** | Developer |
| **Key working relationships: Internal** | Schools, Professional Services Directorates |
| **Key working relationships: External** | External Bodies / Agencies as required |
| **Contract type/ Hours** | FTE 1.0 - permanent |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 7 of our ground-breaking [10-year Vision 2028 strategic plan](https://www.uel.ac.uk/about/vision-2028), orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**BRIEF OVERVIEW OF THE DEPARTMENT**

The Strategic Development & Delivery team works in partnership with stakeholders across the institution, combining our specialist expertise, sector knowledge and institutional awareness to support the delivery of our vision to 2028 and beyond. This Directorate comprises of four main portfolios:

Insights & Decision Support, Strategy & Performance, Portfolio & Benefits, and Change & Improvement. These four service areas will facilitate effective decision making, improve our staff and student experience, and deliver lasting positive change.

**JOB PURPOSE**

The Lead RPA Developer will play a key role in UEL’s automation journey by designing, developing, and deploying UiPath Robotic Process Automation (RPA) solutions to streamline professional services and academic processes. The role will lead on all aspects of delivery, including solution development, authoring controls & standards, documentation, software tools, programming and technical implementation.

Using UiPath, Robotic Process Automation (RPA) has to date been delivered via a third-party supplier, with the scale of our offering and the need for faster paced deliverables, we are now looking to supplement with an inhouse RPA development team.

**KEY DUTIES AND RESPONSIBILITIES**

* Collaborate with stakeholders across academic and administrative departments to identify automation opportunities.
* Design, develop, test, and deploy RPA solutions using UiPath
* Maintain and monitor RPA bots to ensure optimal performance and reliability.
* Troubleshoot and resolve issues in existing automation workflows.
* Document automation processes, technical specifications, and user guides.
* Ensure compliance with data protection and IT security policies.
* Provide training and support to end-users and internal teams on RPA tools and best practices.
* Continuously evaluate and improve existing automation solutions.
* Lead a small team of RPA developers

The duties and responsibilities outlined above provide a general overview of the range of tasks that a Lead Automation Developer at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Qualifications | Essential | Desirable | Criteria assessed by |
| Graduate calibre with degree or equivalent level experience gained in the work environment |  |  |  |
| Training in some form of LEAN, Six Sigma or other continuous improvement methodology |  |  |  |
| Experience/Knowledge |  |  |  |
| Delivering measurable automation solutions in a university / similar setting (A/I/P) |  |  |  |
| Driving a structured automation approach to plan and manage improvements of varying scale and complexity (A/I/P) |  |  |  |
| Experienced and competent in the use of UiPath and process mapping tools and MS Office applications (specifically Word, Excel and PowerPoint) (A/I/P) |  |  |  |
| Highly organised, able to manage a varied workload (A/I) |  |  |  |
| Strong analytical skills, with the ability to articulate complex information and data in a clear and concise manner (A/I/P) |  |  |  |
| Good communication skills with the ability to present technical details to a non-technical audience (A/I/P) |  |  |  |
| Skills/Abilities |  |  |  |
| Engendering a culture of openness and sharing, with particular emphasis on working in partnership and building strong relationships at all levels within an organisation (A/I) |  |  |  |
| A collaborative approach to work, allowing relevant input to share your approach to direct and indirect stakeholders (A/I/P) |  |  |  |
| Ability to use critical analysis and judgement to evaluate new information to determine the correct course of action and make insightful decisions effectively with uncertain and incomplete information (A/I/P) |  |  |  |
| Ability to see the full strategic picture and ensure that the cumulative impact of changes are managed (A/I/P) |  |  |  |
| An aptitude for problem solving, with the ability to take a logical route to the source of an error. |  |  |  |
| Taking a reflective and flexible approach, seeking effective innovation |  |  |  |
| Peer support and team leadership |  |  |  |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please spec Micro teaching, test etc.)

**Further Information:**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.