

- Assist in developing workflows, saved searches, custom forms, and record types in NetSuite
- Use SuiteScript, SuiteFlow, SuiteBuilder, SuiteBundler, SuiteCloud Development Framework, Front-End and Back-End Suitelets and other Suite Cloud elements
- NetSuite administration, development, implementation
- Provide basic training on systems internally and create and maintain documentation
- Understand business requirements, technical analysis and design, coding, testing, and implementation of customisations within a software environment
- Assist in maintaining core/in-house systems

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary, particularly in light of the current Covid-19 situation.

Person specification

Knowledge and Experience:

- Qualification in IT or related field and/or 1-year experience in a developer role
- Knowledge and experience in coding and programming.
- NetSuite development experience (desirable)
- MS Access development experience (desirable)
- Strong customer service mindset and experience
- Demonstrated aptitude for continuous learning and innovative thinking
- Experience in working independently with little direction, and within a team environment

Skills and Behaviours:

- Keen interest in programming
- Positivity, proactivity and ability to work in a busy, supportive environment
- Ability to work calmly under pressure
- Strong communication skills both written and oral
- Excellent interpersonal skills with a demonstrated ability to build a rapport with internal staff
- Positive and effective listening skills
- High attention to detail, organisation and self-motivation
- Excellent time management capability

Equal Opportunities

HfL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We encourage you to view our [Black Lives Matter statement](#) which gives clarity on our anti-racist stance. Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Disclosure and Barring Service

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Intellectual property rights

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

APPLICATION PROCESS

For an informal discussion regarding the role, please contact Kerry Smith via email on kerry.smith@hertsforlearning.co.uk and provide your mobile no. so a mutually convenient time can be arranged to discuss the role.

To apply, email hfl.recruitment@hertsforlearning.co.uk with a detailed CV along with a cover letter to include responses to the following questions:

1. What steps do you take to prevent an application from crashing?
2. What coding languages do you use?
3. How do you keep up to date with current technologies and practices in your field?
4. What are the resources you use when researching a solution to a programming issue?

As part of our move towards eradicating unconscious bias within the recruitment process, we will be anonymising your forms.

To help HfL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HfL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

