TEAM BARNET

BARNET
LONDON BOROUGH

Caring for **people**, our **places** and the **planet**

Role Profile

Job Title:	**Developer (AI/RPA)**
Location:	**Colindale (Hybrid)**
Department:	**Insight & Intelligence Hub**
Directorate:	**Strategy & Innovation**
Grade:	**Grade K (£56,376 - £61,653)**
Type of Working:	**Hybrid Working**
Reports to:	**Solutions Architect**

1. Job Purpose:

The AI/RPA Developer will design, build, and implement artificial intelligence and RPA solutions that enable preventive interventions across services and enable productivity and efficiency opportunities.

2. Key accountabilities:

The AI/RPA Developer will:
- Develop and implement solutions using automation techniques and AI tools.
- Work with a wide range of colleagues and stakeholders to deliver for services across the organisation.
- Arrange for and maintain automation and AI tools after deployment, ensuring they remain functional and effective.
- Be involved in the development of the Council's AI architecture continually horizon scanning to take account of latest developments in the sector.
- Work with data scientists and data engineers to ensure the effective design, training, testing, and deployment of machine learning models for predictive analytics and decision support ensuring accuracy, reliability and security.
- Ensure effective data management and governance within SharePoint by designing and maintaining structured document libraries, implementing metadata and content types, configuring permissions for secure access, and integrating SharePoint as a reliable data source for automation and application solutions.
- Create and maintain clear technical documentation for developed solutions, including architecture diagrams, users guides, and troubleshooting steps
- Use their knowledge and experience of coding to identify creative solutions to longstanding problems.
- Share knowledge with colleagues through workshops, peer code reviews or other knowledge sharing approaches to build capability and best practice standards across the team and the wider organisation

- Implement robust testing practices, including unit testing and integration testing, to ensure reliability and performance of AI/RPA tools and solutions
- Monitor AI/RPA tools and solutions for performance and reliability, proactively identifying and resolving issues.
- Design solutions that integrate with existing legacy systems and external APIs, ensuring interoperability across the council's technology stack.
- Be aware of developments in both the Artificial Intelligence and Automation sectors and be ready to apply these as solutions across the Council where they add value.
- Explore opportunities for AI, machine learning and advanced analytics to enhance council services. Work in an agile development and in a multi-disciplinary team environment and embed this approach into council working practices.
- Contribute to the development and maintenance of automated deployment and version control best practices ensuring smooth transitions of solutions from development to production.
- Assist with the development of an AI and automation architecture, providing scalability and consistency across the Council's AI estate.
- Ensure that all AI/RPA solutions and architecture adhere to security best practices, including role-based assess controls, data encryption, and compliance with UK GDPR, ethical AI principles and council policies.
- Work as part of a multi- disciplinary team and will need to influence and direct other staff as appropriate

3. **Financial Responsibilities:**

No specific budget responsibilities but will be work as part of a multi-disciplinary team and play a significant role in enabling significant financial savings (c£5m)

4. **Health and Safety Responsibilities:**

As an employee of the London Borough of Barnet, you are required to:
- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of wok and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. **Promotion of Corporate Values**
    To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

    Caring / Learning to Improve / Inclusive / Collaboration

6. **Flexibility**
    In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. **The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Reports to:	Solutions Architect

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Degree or equivalent in relevant discipline or equivalent industry experience	Essential	Application
Relevant certifications in RPA tools (e.g., UiPath Certified RPA Developer) or equivalent certification	Essential	Application
Experience & Knowledge		
Demonstrated experience in designing and configuring RPA workflows and integrating with other systems.	Essential	Application & Interview
Prior experience in developing and implementing automation solutions using RPA	Essential	Application & Interview
Prior experience of developing and implementing automated pipelines for AI tools and bots.	Essential	Application & Interview
Experience in collaborating with business stakeholders, subject matter experts, and DDaT teams to gather requirements, understand business processes, and translate them into effective automation solutions.	Essential	Application & Interview
Experience in integrating systems and applications using APIs (Application Programming Interfaces) and working with various data formats like JSON, XML, or CSV.	Essential	Application & Interview

Knowledge and experience of database environments such as MS SQL (experience with Dataverse and OneLake would be desirable)	Essential	Application & Interview
Experience in the use of Microsoft Azure services or other cloud computing platforms (e.g. Azure Functions, Logic Apps, Azure AD integration, Azure AI Foundry, Synapse, DataFactory)	Desirable	Application & Interview
Experience in designing, managing, and integrating data solutions within MS SharePoint, including creating structured document libraries, implementing metadata and content types, and configuring permissions for secure and compliant data access	Desirable	Application & Interview
Knowledge of data science and machine learning skills. This could include machine learning frameworks such as TensorFlow and PyTorch. Knowledge of model development, deployment and testing and knowledge of natural language processing, computer vision, feature engineering and data preprocessing.	Desirable	Application & Interview
Strong knowledge and experience in implementing RPA solutions using tools such as UiPath, Automation Anywhere, Blue Prism, or other similar platforms.	Essential	Application & Interview
Knowledge of scripting languages like PowerShell or JavaScript.	Essential	Application & Interview
Experience working in a modern agile delivery environment	Desirable	Interview
Familiarity with local government systems and data practices (experience in implementing secure coding practices and role-based access controls would be desirable)	Desirable	Interview
Knowledge of UK GDPR and data protection best practices to promote the responsible and ethical use of data and AI (e.g. bias detection)	Essential	Interview
Skill & Ability		
Develops and maintains solution architecture frameworks and design principles	Essential	Interview
Proficiency in programming languages such as C#, Java, Python, or VB.NET to develop custom functionalities and extend the capabilities of RPA and AI tools	Desirable	Interview
Collaborate with cross-functional teams to ensure that automation/AI solutions are designed and delivered to meet business needs. Including training end-users and providing support after solutions are delivered.	Essential	Interview

Strong analytical and problem-solving skills to identify and resolve issues that may arise during development or operation of automation solutions. Ability to debug code, troubleshoot errors, and optimise performance.	Essential	Interview
Experience of performance monitoring and optimisation to monitoring solutions post-deployment, performance tuning and issue resolution.	Essential	Interview
Excellent communication and collaboration skills to effectively interact with stakeholders, understand their needs, and convey technical concepts to non-technical audiences.	Essential	Interview
Excellent collaboration and knowledge sharing skills to develop technical documentation, user guides and facilitate knowledge transfer to peers	Essential	Interview
Continuous learning mindset to stay updated with the latest advancements in RPA, Power Apps, and related technologies. Participation in relevant training programs, conferences, or online courses is encouraged.	Essential	Interview
Strong understanding of the principles of working in an agile developer environment using DevOps, GitHub or similar.	Essential	Interview
An understanding of the principles of unit testing or CI/CD pipelines (experience in developing testing and quality assurance pipelines would be desirable)	Desirable	Interview
Evaluates emerging technologies and trends in digital transformation and recommends their adoption.	Essential	Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Interview

Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Interview