

Job Title: SRS Configuration Analyst (Thesis SM) – Student Record System Programme

Unit/School: Strategic Planning, Performance and Projects

Grade: 5A/B

HERA: SRS04

Core purpose of role

The SRS Configuration Analyst will be responsible for the configuration and build of the new Student Record System, working within the SRS Programme team to ensure the system is set up in line with agreed standardised processes and requirements.

This role directly supports the University's strategic priority of Learning, Teaching and Student Success by helping to deliver a modern, reliable, and user-centred Student Record System ahead of the current system's end-of-life.

Key responsibilities and contributions

- Configure the Student Record System in line with agreed business processes, out-of-the-box functionality, and defined exceptions.
- Work closely with vendors to understand and validate business processes prior to and during configuration.
- Translate process outputs and configuration specifications into working system builds, documenting configuration decisions and maintaining an accurate configuration log throughout the programme.
- Participate in iterative configuration workshops and reviews and incorporating feedback into subsequent build iterations.
- Identify and escalate configuration gaps, limitations, or risks where out-of-the-box functionality does not meet agreed requirements, working with the supplier and technical leads to identify solutions.
- Support the development and execution of system testing activity, including unit testing of configured components, to ensure the system behaves as expected ahead of formal System Integration Testing (SIT) and User Acceptance Testing (UAT).
- Contribute to the preparation of test scripts, configuration documentation, and training materials relevant to configured processes and system functionality.
- Maintain up-to-date knowledge of system capabilities, updates, and supplier guidance, applying this knowledge to inform configuration decisions and identify opportunities for process improvement.
- Liaise with the Environment/Release Co-ordinator to ensure configuration changes are managed through appropriate environments and released in a controlled and documented manner.
- Contribute to the change management and training workstream by providing subject matter input on system functionality and configuration to support the development of user-facing materials.

- Report progress, risks, and issues to the relevant Project Manager, maintaining accurate records of configuration status across all assigned workstreams.

Person Specification

Essential qualifications / Professional memberships

- Degree-level qualification (or equivalent professional experience) in Information Technology, Computer Science, Business Information Systems, or a related discipline.

Essential experience, knowledge and skills

- Demonstrable experience of configuring or implementing enterprise software systems, ideally including SaaS or ERP platforms, in line with defined business requirements and process designs.
- Experience of working closely with subject matter experts and operational stakeholders to understand and validate business processes prior to and during system configuration.
- Ability to translate process design outputs and functional specifications into working system builds, with experience of documenting configuration decisions and maintaining accurate configuration logs.
- Experience of participating in iterative configuration workshops and reviews, demonstrating system functionality to stakeholders and incorporating feedback into subsequent build iterations.
- Ability to identify and escalate configuration gaps or limitations where out-of-the-box functionality does not meet requirements, contributing to the development of workable solutions.
- Experience of supporting system testing activity, including unit testing of configured components, to verify expected system behaviour ahead of formal test phases.
- Experience of contributing to the preparation of test scripts, configuration documentation, and end-user training materials relevant to configured processes.
- Strong attention to detail and a methodical approach to configuration work, with a commitment to accuracy, consistency, and thorough documentation throughout the build.
- Ability to maintain up-to-date knowledge of system capabilities and supplier guidance, applying this to configuration decisions and identifying opportunities for process improvement.
- Experience of working within formal change and release management processes, ensuring configuration changes are promoted between environments in a controlled and documented manner.
- Good written and verbal communication skills, with the ability to explain system functionality clearly to non-technical stakeholders and contribute effectively to cross-functional project teams.
- Experience of reporting progress, risks, and issues to project managers, maintaining accurate records of configuration status across assigned workstreams.

Desirable

- Experience of configuring a student record system.
- Familiarity with higher education business processes, student records, registry operations, or the student lifecycle, supporting quicker engagement with subject matter experts and process designs.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.



Supporting information

The University is a dynamic organisation and changes may be required from time to time.

This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.