

Campaign number

Q10331, Q10332 and
Q10334

Closing date

On-going recruitment

Job Description and Person Specification

This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

Job title*

Developer

Band

B1

Number of posts

5

Directorate

Technology

Contract type

Fixed term and permanent

Duration if fixed term

1 x 2 year fixed term with the possibility of
extension or permanency
4 x Permanent

Management responsibility

None

Reports to

Development Manager/Lifecycle Development Manager

Standard duties

To be added by recruiting manager

- Specifies, designs, and develops range of systems: from small simple systems to large or complex systems, covering for example: objectives, scope, constraints (such as performance, resources etc.), hardware, network and software environments, main system functions and information flows, data load and implementation strategies, phasing of development, requirements not met, and alternatives considered.
- Takes responsibility for the design, coding, testing and documentation of a range of programs: from small components to large, complex or mission critical systems, including prototypes.
- Puts in place mechanisms and procedures for the structured review of work produced and ensures that these are adhered to, including taking part in reviews of own work and leading reviews of colleagues' work.
- Ensures all work is documented using the appropriate standards, methods and tools, including prototyping tools where appropriate. Ensures that designs take full account of specified requirements and constraints, including any potential safety-related aspects, and are appropriate to the target implementation and support environments.
- Uses agreed tools, templates and standards to create complex, well designed and engineered web pages with specified content and layout. Tests pages and corrects coding errors. Takes account of bandwidth and browser compatibility issues.
- Selects and uses appropriate tools and techniques to provide web interfaces to new and existing applications. Is able to advise clients/users and developers on technical matters

relating to such interfaces.

- Maintains familiarity with a significant range of relevant web sites and applies this knowledge, where appropriate, to own work in terms of coding techniques, design style, off-site links etc.
- Within own area of competence, provides correct responses to requests for support by means of for example: making system modifications, developing work-arounds or site-specific enhancements, manipulating data, reconfiguring systems, changing operating procedures, training users or operations staff, producing additional documentation, or escalating requests to systems development staff or software suppliers. Ensures all work is carried out and documented in accordance with required standards, methods and procedures. Within a broad area of competence, investigates problems and other requests for support and determines appropriate actions to take.
- Assesses software packages on their ability to meet all or parts of specified requirements and advises colleagues and management on their technical suitability.
- Accepts new releases of application software from systems development colleagues or software suppliers and ensures that these releases are implemented smoothly and successfully into various environments.
- Uses appropriate quality assurance processes to ensure that systems development projects are carried out in accordance with the organisation's agreed standards, methods and procedures.

The duties above are not intended to be an exhaustive list. The job description may be reviewed periodically in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

Key internal relationships

Please list the key internal contacts with whom this post will need to work with e.g. Members, departments and specific posts.

Development Managers
Senior Developers
Developers
Testers
Business Analysts
Project Managers
Departments & offices in both Houses

Operational and technical support teams
Technical and software architects

Key external relationships

Please list the key external contacts with whom this post will need to work with e.g. the public, government departments, suppliers.

Third party suppliers

Person Specification

Standard skills and knowledge required

- Proven ability to form effective working relationships with key customers, stakeholders and colleagues within a complex management structure
- Excellent oral communication and interpersonal skills with proven ability to explain technical issues to non technical people
- Demonstrates good planning and organisational skills to prioritise to meet deadline and cope with fluctuations in workload
- Effective team working skills to ensure constructive use of everyone's skills and experience within the team
- A systematic and analytical approach to problem solving with the ability to communicate technical information to both technical and non technical audiences
- Ability to supervise, motivate and lead staff to high professional standards
- Demonstrates an ability to develop, implement and improve processes

Specific skills and knowledge required

To be added by the recruiting manager.

- Proficient in .NET v.4.0 C# using ASP.NET MVC Framework
- Agile Development Process experience, ideally SCRUM
- Proficient in test driven development / unit testing using tools

Core SFIA Competencies (click competency to insert level).

Autonomy

Level 5: Works under broad direction. Work is often self-initiated. Is fully accountable for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the delegation of responsibilities.

Influence

Level 5: Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned projects i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments.

Business skills

Level 5: Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, execute and evaluate work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Understands the relevance of own area of responsibility/ specialism to the employing organisation. Takes customer requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity and innovation in applying solutions for the benefit of the customer/stakeholder. Takes account of relevant legislation.

Complexity

Level 5: Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationships between own specialism and wider customer/organisational requirements.

Additional information regarding the post

Location

The post is located in 7 Millbank or 14 Tothill Street.

Hours

Full-time

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

Bands A – E Positions

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The hours of attendance for this post are **35 net** per week. The exact daily times of attendance will be agreed with line management.

- As of 1 May 2016, hours will increase to 36 net (there will be no effect on pay).

For further information

Internal candidates should refer to the General Recruitment Information on the Employment intranet pages (select Careers & Development).

Those candidates who are shortlisted will be given details of any tests / assessments which will take place as part of the selection process.