

ROLE PROFILE

Job Title:	Software Developer	Job Code:	CS/IT21
Department:	ICT Services	Version:	1.1
Reports To:	ICT Business Systems Manager	Date Created:	September 2019
		Grade:	J

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

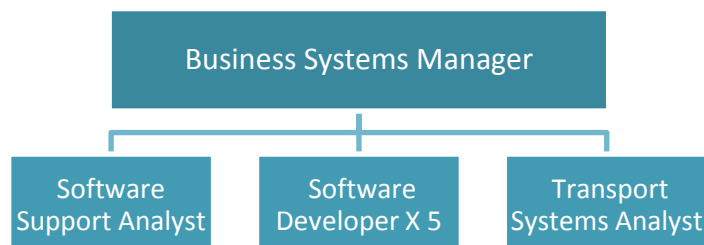
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Harnessing technology to provide systems and services which are reliable, resilient and improves organisation delivery.



Job Overview:

- Develop bespoke software applications to support organisational objectives and strategic plans and to improve processes in line with the requirements of the business.
- Responsible for on-going technical support and development of business critical ICT systems, public facing websites and customer portals.

- © Take a pro-active approach to participating and delivering of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Contacts:

- Liaise with external suppliers and/or vendor management on specific projects.
- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

Technical Duties:

- Responsible for all phases of software lifecycle including feasibility, analysis, specifications, design, coding, testing, implementation, maintenance, developing interfaces, data migration and documentation.
- Engage directly with key stakeholders to understand and document business, functional and non-functional requirements. Elicit all the needs by employing brainstorming, mock ups, use case workshops etc. to produce unambiguous, clearly scoped, traceable requirements into well-structured specification documents.
- Responsible for the technical design and development of bespoke software applications. Exploring all the available programming solutions and full Microsoft technology stack including Office 365, to select the most appropriate solution on a case by case basis. Producing comprehensive business process models and detailed system architecture.
- Responsible for programming new applications and enhancing capabilities of systems by coding extensions. Ensuring that the code and documentation conforms to industry standards and best practices.
- Responsible for integrating disparate systems by coding interfaces utilising various Application Programming Interfaces (APIs) and Software Development Kits (SDKs).
- Write project documents to professionally execute development projects, actively participating in all stages of the project. This includes analysis of software requirements, controlling project risks, and where applicable, writing procurement documentation and evaluating supplier tenders.
- Estimate costs, timescales and resource requirements for the successful delivery of the project(s) to agreed business case. Prepare and maintain project plans and track activities against the plan.
- Manage the change control procedure gaining agreement for revisions to the project from project sponsors.
- Evaluate, test and prepare reports on systems or application software.
- Provide technical expertise and recommendations in assessing new ICT technologies and initiatives.
- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
- © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
- © Ensuring compliance with the Combined Authority's health and safety policy.

Impact & Influence:

- Provide highest level escalation point within Combined Authority ICT for live applications, websites and public facing portal support. Ensuring rapid investigation and resolution of issues for these business critical systems.

- © Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
- © Fosters good working relations across the organisation, building effective team relationships.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Educated to degree or equivalent relevant education/ experience.
 - © Practical experience of successfully performing in a similar role.
 - © Microsoft Certified Solutions Developer or equivalent extensive experience of developing software using .NET framework, C# and web development technologies i.e. HTML, XML/XSL etc.
- In-depth knowledge and experience of relational database management system (RDBMS) i.e. Microsoft SQL Server or Oracle. Practical experience of SQL, stored procedures and functions.
 - Knowledge of project management principles and methodologies (such as PRINCE 2) and project management tools (such as MS Project).
 - Knowledge and understanding of business process mapping and storyboarding.

People:

- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.

Technical:

- © Strong negotiation skills.
 - © Experience of analysing problems and issues for solutions.
- Ability to adopt a methodical and thorough approach to work.
 - Knowledge and understanding of Microsoft Business Solutions e.g. SharePoint Online and Microsoft Dynamics 365.

Impact & Influence:

- Good written and verbal communications skills.

OUR VALUE & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.