

JOB DESCRIPTION

JOB TITLE: Applications Developer

Reporting to: Head of IT

Salary: £22k - £28k pa *according to ability and experience*

JOB PURPOSE

To develop, troubleshoot and maintain internally and externally facing web based applications to support the functioning of the business, using the most appropriate technologies.

To provide a customer focussed professional and helpful service to all customers.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To create applications, according to scope and timescales supplied.
- 2 To own and see projects through from inception to completion, as well as working on projects with other developer(s)
- 3 To ensure that established development processes are followed, including source control, testing, deployment and rollback of updates.
- 4 To fully document all development work and processes
- 5 To support the team in the identification and fixing of issues
- 6 To proactively monitor and provide intelligence on usage, errors, load, capacity etc of applications and environments.
- 7 To keep up-to-date with technology and current best practices and to help implement improvements
- 8 To regularly inform the Head of IT and other team members of progress through work and potential issues
- 9 To attend meetings and contribute to the development of Group based systems and processes
- 10 To suggest, evaluate and help introduce new and innovative processes and tools to support continuous improvement in the team's work.
- 11 To maintain a productive, professional and secure working environment at all times.

The above duties are not exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Head of IT.

The post holder will be expected to adopt a flexible approach to support the efficient and effective running of the Company.

OTHER DUTIES

- 1 To ensure awareness of and compliance with all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by the Skills and Education Group for individual or collective use in the performance of duties.
- 3 To keep up to date, so far as is necessary for the efficient execution of the job, with new legislation, procedures and methods and ensure that members of the team undertake appropriate training and development.
- 4 To participate in the Group's appraisal process and to undertake appropriate training/development. To ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the job and to support the Group's strategic objectives.
- 5 To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
- 6 To present an appropriate professional image in official Group business.

TERMS AND CONDITIONS

The job is subject to the terms and conditions determined by the Skills and Education Group.

May 2019