**Job Description**

**Job Title:** Software Development Team Leader

**Career (R&R) Level:** Team Member

**Department:** IT

**Reporting to:** Head of IT Solution Delivery

**Location:** Birmingham

**Direct Reports:** None

**Main Function of Job:**

Responsible for:

* Building and sustaining a team of 3 – 5 developers
* The ongoing line management and mentoring of the Birmingham development team by:
* Implementing team goals or objectives
* Providing feedback to team members
* Inspiring and motivating team members
* Supervising, training and guiding the team
* Working with the IT Solutions Delivery managers to ensure that software applications that support the University’s administrative and teaching processes are effectively developed, deployed, operated, supported and maintained
* Resource management of software development activities and projects
* Reviewing project and process documentation to ensure that good quality solutions are defined that meet business requirements alongside the Software Architect
* Translating user stories, requirements and functional specifications into functional applications
* Designing, creating and changing programs from supplied specifications using agreed standards and tools to achieve a well-engineered result
* Ensuring the result meets the architecture prescribed by the Software Architect
* Creation of viable functional and technical specifications
* Ensuring ongoing code quality
* Providing cover for the Head of Software Solutions when needed

**Reporting Line:**

* The Development Team Lead will report directly to the Head of IT Solution Delivery

**Specific Responsibilities:**

**Client Service**

* Plan & deliver projects and change requests to agreed timescales ensuring:
* Deadlines are realistic
* Risks and Issues are identified and managed
* Solution is fit for purpose
* Solution is documented so that it can be maintained and supported
* Solution is thoroughly tested before being released for UAT
* Progress is reported on a regular basis

**Achieving Results**

* Manage your own workload to ensure that development and management tasks are well balanced
* Work collaboratively with other departments to provide quick resolution to critical University issues.
* Actively look for ways to improve efficiency and service levels via software development practices and processes alongside the Software Architect and Head of IT Solution Delivery
* Take responsibility for the work you and your team produce ensuring high levels of quality to the agreed deadlines.
* Ensure the team produce code to agreed standards and work practices and deadlines including commenting and testing.
* Give early feedback of issues and risk to the project team leader
* Ensure the team has an understanding of the tasks and priorities that the team/department has.

**Teamwork**

* Provide effective leadership and management of the development team
* Plan and schedule their workload ensuring:
* Realistic estimation for any task assigned
* The team members understand any task they are working on
* Priorities are understood and worked towards by all team members.
* Conduct regular performance reviews providing:
* Advice and guidance as required
* Positive and negative feedback
* Identification of training and development needs.
* Conduct regular team meetings and ensure that the team is working effectively together.
* Support fellow team leaders in achieving their deadlines

**Professional Skills**

* Actively take responsibility for your own personal career development in all respects.
* Through active networking and research develop an awareness and knowledge of the legal education market.
* Ensure your performance review takes place on a timely basis and that objectives are agreed.

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by members of the IT Management team from time to time.

The job holder has a duty to take reasonable care for the health and safety of themselves and of other persons with whom they come into contact at work. The job holder also has a duty to co-operate with the University in complying with any statutory duty or requirement concerning health and safety at work. In particular, they must familiarise themselves with the Health and Safety Policy and its safety and fire procedures.

This job description is to be read in conjunction with the relevant Roles and Responsibilities Career Level document.

This job description is correct at 9th January 2019. It may vary in consultation with the post holder to reflect changes within the market place, in IT and the University.

**Signed by: ……………………………Post Holder………………………………..…………………**

**Print Name: ……………………………………………………….……………..**

**Date: …………………………………………………………………………….**

**Person Specification**

Job Title: Developer

Role: *Team Member*

Department: IT - Development

**1. TRAINING & EDUCATION**

|  |  |
| --- | --- |
| Essential | Desirable |
| * Educated to degree level and relevant substantial workplace experience in a senior position the .NET framework developing Web applications
* Experience managing and mentoring a technical team.
 | Formal training in Microsoft development languages and process would be advantageous.Management training |

**2. EXPERIENCE**

|  |  |
| --- | --- |
| Essential | Desirable |
| Proven track record of applying testing, refactoring and patterns to produce high quality software.Demonstrable understanding of SOLID principles and design patternsExperience mentoring and working with developers Substantial experience in relevant technologies:* .Net MVC C#, WCF
* MS SQL
* HTML5, CSS4, JavaScript and JavaScript Libraries e.g. JQuery
* Working with APIs

Must have experience of the full software development and project lifecycleA solid understanding of SQL including the ability to write efficient transactional SQL statements and procedures as well as design efficient data structures.Demonstrable understanding of SOLID principlesExperience of working in a team environment using shared source control.Experience creating and running Unit Tests and remote debugging applicationsThe technical experience to quickly and efficiently identify risks and issues and suggest effective resolution or mitigation.Experience of providing realistic estimates which account for all aspects of the development process including testing and adherence to existing commenting and release policies | Experience of managing a Software Development teamProject Management ExperienceExperience of defining and implementing software development methodologies, processes and standardsKnowledge/Experience of Unit-e or another Student Record SystemKnowledge/Experience of Blackboard or similar VLE technologyExperience of distributed source control e.g. GIT, especially cloning and merging codeBootstrap v3.3 frameworkDeveloping and utilising RESTful and RESTless APIsTelerik/Kendo experience.Experience and understanding of KnockOutJSExperience and understanding of VueSubstantial experience in developing for Sharepoint Online.Substantial experience in developing for EpiServer CMS. |

**3. SKILLS & KNOWLEDGE**

|  |  |
| --- | --- |
| Essential | Desirable |
| Excellent mentorExcellent communication skills both written and oral.Strong understanding of object-oriented programming.Understanding fundamental design principles behind a scalable application.The ability to digest and understand functional requirements and analysis implement solutions as specified in the technical specification.The ability to discuss technical issues and concepts in terms that the wider business community will understand.The technical experience to quickly and efficiently identify risks and issues and suggest effective resolution or mitigation.Experience of providing realistic estimates Experience of working to tight deadlines.Experience of documenting software from a functional and technical level is essentialGood interpersonal skills and the ability to address conflict and performance issues in a diplomatic way. | Experience with SharePointOnlineExperience with EpiServer or other .Net based CMS |

**4. BEHAVIOURAL SKILLS**

|  |  |
| --- | --- |
| Essential | Desirable |
| The ability to work with the technologies and processes already in place at the University.A focus on providing the best quality project deliverables possible within the timeframes and restrictions outlined in project description.Positive outlook to new challenges and changing requirements and prioritiesHighly organised and be able to cope with multiple tasks and prioritiesA flexible approach to both working hours and tasks allocatedAbility to work co-operatively with others to achieve a common goalThe ability and willingness to pick up new technologies and processes Must have focus on achieving team goals over personal goals.Ability to think at a strategic level |  |

**5. SPECIAL CIRCUMSTANCES**

|  |  |
| --- | --- |
| Essential | Desirable |
| None |  |