

**ROYAL BOROUGH OF KINGSTON UPON THAMES**

**Digital and IT Service**

**ROLE PROFILE**

<b>Service Area</b> Digital and IT	<b>Job Title</b> Lead Developer	<b>Grade</b> K
---------------------------------------	------------------------------------	-------------------

**RELATIONSHIPS**

<b>1</b>	<b>Responsible To</b> <ul style="list-style-type: none"><li>Development Team Leader</li></ul>
<b>2</b>	<b>Management Responsibility For</b> <ul style="list-style-type: none"><li>Supervisory responsibility for the work of Senior Developers and Developers and external resources working on software development projects / project tasks</li></ul>
<b>3</b>	<b>Important Internal Relationships</b> <ul style="list-style-type: none"><li>All staff within ICT</li><li>Service users</li></ul>
<b>4</b>	<b>Important External Relationships</b> <ul style="list-style-type: none"><li>External suppliers of ICT services and products</li><li>All relevant partner organisations for whom or with whom the Council provides an ICT service including other Local authorities, LGA, Local Health Authority</li><li>Counterparts in other Local Authorities</li></ul>

**MAIN PURPOSE OF JOB**

Design, create, test and document new and amended programs from supplied specifications in accordance with agreed standards. Monitor and report on the progress of software development projects, using appropriate quality assurance processes to ensure that developments are carried out in accordance with agreed standards, methods and procedures.

Prepared by: .....Agreed by: .....

Signature Date: ..... Signature Date: .....

# Lead Developer

## MAIN RESPONSIBILITIES/DUTIES OF JOB

### Main duties of the job include:

#### Programming/software development (SFIA level 5)

- Prepares project and quality plans and advises software development colleagues. Allocates work packages to technical staff, taking account of individuals' abilities and the requirements of the work, monitoring and reporting progress.
- Oversees the performance of programming staff, reports on their effectiveness and takes action to remedy deficiencies. Provides advice, guidance and assistance to less experienced colleagues as required.
- Takes responsibility for the design, coding, testing and documentation of particularly large, complex or mission critical programs.
- Provides expert advice in some or all aspects of the programming methods, tools and/or standards used in the organisation.
- Evaluates and reviews programming methods and tools used in the organisation.
- Undertakes, or arranges for, the recruitment, training and development of programming staff.

#### Systems design (SFIA level 6)

- Takes full technical responsibility for all aspects of systems specification and design, ensuring compatibility with enterprise and solutions architectures.
- Selects, in consultation with more senior management as required, appropriate design standards, methods and tools and ensures they are applied effectively.
- Advises system development teams on the evaluation and impact analysis of major design options.
- Manages or coordinates permanent and temporary staff within the organisation, and liaises with third party developers, according to the needs of the project.
- Plays a major technical role in the assessment and selection of software packages.

#### Software development management (SFIA level 5)

- In a specified area of authority, works with business management to define and initiate systems development projects which support the organisation's objectives and strategic plans. Communicates information about planned projects as appropriate.
- Ensures that management is both aware of and able to provide the resources required to undertake the agreed systems development projects and that available resources are properly utilised and accounted for. Advises client or user management on the resources that they must provide.
- Monitors and reports on the progress of application development projects, using appropriate quality assurance processes to ensure that projects are carried out in accordance with the organisation's agreed standards, methods and procedures.
- Seeks to identify and, where possible, rectify problems and deviations from

schedule, in particular changes in requirements, especially where these have resource implications.

- Ensures that systems development projects take full account of and, where necessary, correctly interface with existing systems and infrastructure.
- Takes a leading role in the establishment and maintenance of the organisation's systems development standards, methods and procedures.
- Takes a leading role in defining the organisation's application and software development strategy, assessing and evaluating new technologies and development methodologies.

#### **Project management (SFIA level 5)**

- Takes responsibility for the definition, documentation and safe execution of small to medium-scale projects, actively participating in all phases of the project. Identifies, assesses and manages risks to the success of the project.
- Effectively estimates costs, timescales and resource requirements for the successful delivery of the project(s) to agreed terms of reference.
- Ensures that realistic project and quality plans are prepared and maintained and tracks all activities against the plan, providing regular and accurate reports to stakeholders, as appropriate.
- Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances. Ensures that delivered systems are implemented within these criteria.
- Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are captured and actioned. Produces appropriate documentation to support these processes.
- Evaluates and makes recommendations/decisions on technical options as appropriate.

#### **General**

- Trains colleagues and/or users of all levels of ability in relevant knowledge, techniques and skills using appropriate methods, equipment and materials.
- Works within the Council's ITIL Framework.
- Contributes ideas to support the development of team service plan.
- To develop, update and act on own personal development plan, and actively share learning with others.
- Plans and prioritises own work to meet deadlines.
- Works with manager to agree performance objectives.
- Continuous development of industry knowledge.
- To work in accordance with RBK's Equal Opportunities, Health & Safety, relevant policies and legislation.
- Any other duties commensurate with the grade of the post, as may be required from time to time.
- The post may involve working outside of business office hours.

## PERSON SPECIFICATION

		<b>Essential / Desirable</b>
<b>Ability and experience:</b>	<p><b>Autonomy</b></p> <ul style="list-style-type: none"> <li>● Works under broad direction.</li> <li>● Work is often self-initiated. Is fully accountable for meeting allocated technical and/or project/supervisory objectives.</li> <li>● Establishes milestones and has a significant role in the delegation of responsibilities.</li> </ul> <p><b>Influence</b></p> <ul style="list-style-type: none"> <li>● Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism.</li> <li>● Makes decisions which impact the success of assigned projects i.e. results, deadlines and budget.</li> <li>● Has significant influence over the allocation and management of resources appropriate to given assignments.</li> </ul> <p><b>Complexity</b></p> <ul style="list-style-type: none"> <li>● Performs an extensive range and variety of complex technical and/or professional work activities.</li> <li>● Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts.</li> <li>● Understands the relationship between own specialism and wider customer/organisational requirements.</li> </ul> <p><b>Business skills</b></p> <ul style="list-style-type: none"> <li>● Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives.</li> <li>● Analyses, designs, plans, executes and evaluates work to time, cost and quality targets.</li> <li>● Assesses and evaluates risk.</li> <li>● Communicates effectively, both formally and informally.</li> <li>● Takes customer requirements into account when making proposals.</li> <li>● Takes initiative to keep skills up to date.</li> <li>● Mentors colleagues.</li> <li>● Maintains an awareness of developments in the industry.</li> <li>● Analyses requirements and advises on scope and options for continuous operational improvement.</li> <li>● Demonstrates leadership</li> <li>● Demonstrates creativity and innovation in applying solutions for the benefit of the customer/stakeholder.</li> </ul>	<p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p>

	<ul style="list-style-type: none"> <li>• Takes account of relevant legislation.</li> </ul>	
<b>Knowledge and skills</b>	<p><b>Proficient understanding of Application Development Tools</b></p> <ul style="list-style-type: none"> <li>• Software tools which automate or assist part of the development process. Examples: Oracle Developer, Business Objects, Select.</li> </ul>	<b>E</b>
	<p><b>Proficient in Programming skills</b></p> <ul style="list-style-type: none"> <li>• Examples: ASP.Net, VB.NET, ADO.NET, C#, VB, C++, JavaScript, HTML, CSS, XML, XSLT, XPath, XML Serialisation, Reflection, SOAP, TSQL, Esri ArcGIS development, etc.</li> </ul>	<b>E</b>
	<p><b>Proficient with Application Development Methods, Techniques and Standards</b></p> <ul style="list-style-type: none"> <li>• Organised and documented sets of techniques, intended to facilitate the structured development of applications. Examples: XP (Extreme Programming), RUP (Rational Unified Process), Objectory/UML(Unified Modelling Language).</li> </ul>	<b>E</b>
	<p><b>Proficient in Database Software</b></p> <ul style="list-style-type: none"> <li>• Software which enables the user to create, populate and manipulate data structures. Examples: SQL Server, Oracle, Access, DB2, Informix, Sybase, MySQL.</li> </ul>	<b>D</b>
	<p><b>Familiar with Web Server Management</b></p> <ul style="list-style-type: none"> <li>• Microsoft SQL Server Management, Microsoft IIS Configuration, etc.</li> </ul>	<b>D</b>
	<p><b>Specialist knowledge and skills in one or more of the following functions, technologies or industries:</b></p> <ul style="list-style-type: none"> <li>• Geographical and geospatial information services.</li> <li>• Mapping services.</li> <li>• Business Intelligence.</li> <li>• Data Mining.</li> <li>• Data Manipulation.</li> <li>• Data Analysis.</li> <li>• Statistics.</li> <li>• Pattern Matching.</li> </ul>	<b>D</b>
	<p><b>Familiar with Project Management</b></p> <ul style="list-style-type: none"> <li>• Principles, methods, techniques and tools for the effective management of projects from initiation through to implementation. Examples: Agile, PRINCE2.</li> </ul>	<b>D</b>
	<p><b>Proficient in Business Analysis Techniques</b></p>	<b>E</b>

	<ul style="list-style-type: none"> <li>• Techniques which help in modelling and understanding a business and its operation. Examples: functional business models, statistical process control, relational data modelling, use case</li> </ul> <p><b>Proficient in Software Testing</b></p> <ul style="list-style-type: none"> <li>• Testing techniques used to plan and execute software tests of all application components (functional and non-functional) to verify that the software satisfies requirement and to detect errors. Examples: dynamic testing techniques, static testing techniques, non-functional testing techniques, test automation techniques.</li> </ul>	<p><b>D</b></p>
--	---	-----------------