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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | IT Development Manager | Department | IT |
| Function | IT | Site | Peterborough |
| Date | September 2018 | Approved by  (manager) | David Webb |

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| SECTION 2 – JOB SUMMARY |
| To manage and lead the IT development team in their role of providing robust applications, Business Intelligence and reporting systems to the business. Maintain a high degree of focus on setting and maintaining development standards. Solutions should be documented, approved, tested and signed-off. A team culture and the develop subordinates are key to on-going success.. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | | % OF TIME |
| Manage and coordinate the activities of the IT Development Team , taking responsibility for delivering support and development requests on time and budget. | | 15% |
| Establishing and maintaining application and reporting development standards and procedures to ensure that such systems are robust, meet the business’ needs and are supportable. | | 10% |
| To manage/develop internal software solutions to the agreed user specification.  To develop internal software solutions adhering to the policies and strategies defined by the development manager.  To fully test and document all procedures prior to User Acceptance Test (UAT) handover. | | 25% |
| To Manage, develop and support business intelligence and reporting solutions as part of a BI development team. | | 40% |
| To provide technical support to the business in all aspects relating to internally designed solutions and their dependencies. | | 10% |
| SECTION 4 – EDUCATION & EXPERIENCE | | |
| Education Level (i.e. Degree, Prof. Quals., etc) | Degree level in computer related studies with a focus and programming. | |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | 5 years plus in a development role. | |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Good communication skills. The ability to translate user’s needs into functional requirement specifications. Attention to detail. Methodical approach. Leadership skills. Desire to develop subordinates. | |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers |  | | |

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| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Travel to other group sites and 3rd-party site. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 3 |
| Business systems manager |
|  | Reports to (Job Title) | IT Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |