

Job Description

Post: Application Developer (Undergraduate)

Department: ICT Services

Grade: Trainee Application Developer (CO)

Reports to: TBC

1 Scope

- 1.1 The post holder will be mentored by a senior software developer.
- 1.2 The post holder will take full ownership of specified programmes of work and operational duties allocated within CCEA's ICT Services Business Unit. A major focus of the work will be the delivery of business improvements. This will include work on a wide range of applications in support of the examinations and assessment business requirements in relation to new developments or the enhancement of current systems.

2 Key accountabilities

The post holder will:

- 2.1 Develop, in conjunction with users and/or user representatives, comprehensive and agreed sets of requirements to deliver business improvements either through the development of new software or modification of existing software.
- 2.2 Estimate resource requirements for the development of software to meet requirements and plan work accordingly.
- 2.3 Develop software to meet user specification requirements in support of business requirements.
- 2.4 Carry out appropriate testing to assure the quality of the software developed to meet business needs.
- 2.5 Monitor and report progress in relation to software under development to users and other stakeholders.
- 2.6 Develop robust, appropriate and effective test data in order to assure system verification and validation and inform the user testing function in order to meet business requirements.

- 2.7 Ensure that software source code, executables and run-time libraries are stored in a controlled fashion such that applications can be re-created.
- 2.8 Comply with all software development standards, processes or procedures.
- 2.9 Develop software with cognisance of the security requirement for both systems and users, embedding appropriate levels of security in the programs and / or recommend the required security measures necessary; and building appropriate security requirements into all software developed.
- 2.10 Deliver initial training to users and provide on-going support for the applications.
- 2.11 Provide expertise in a range of areas for internal and external customers and for co-workers.
- 2.12 Undertake any other duties as reasonably requested.

3 Key people management responsibilities

The post is not a line management role. However, the post-holder will:

- 3.1 co-ordinate and monitor the output and work of others in relation to work within and outside the business unit.
- 3.2 have due regard at all times for the health and safety of self and others within the relevant section, team, Business Unit and organisation in general.

4 Key financial management responsibilities

- 4.1 The post holder will hold no operational responsibility for budgets.