



JOB DESCRIPTION

Job Title	Software Engineer
Reporting To	Software Engineering Manager
Version Number	2
Direct Reports	None

Purpose Of Job

To develop software and supporting documentation according to the requirements of both internal and external customers.

Key Duties & Responsibilities

- Assess assigned work packages in order to identify the changes required and the best way to implement them.
- Provide an estimate of the duration of assigned work packages, and inform the assigner if the work package is expected to take longer than the original estimate.
- Modify the system's code in order to fulfil the requirements of the work package.
- Make any other changes required to fulfil the requirements of the work package (e.g. changes to ini files, installation files etc).
- Test the software produced in order to verify that any changes fulfil the requirements of the work package, and that no other areas of the system have been detrimentally impacted by the changes.
- Complete any documentation relating to a work package as per the company's procedures.
- Ensure that signed off code is correctly committed to the version control system, according to the company's procedures.
- Review the code produced by others, according to the company's coding guidelines, when directed to by the Software Engineering Manager or by a Senior Engineer.
- Act as the Build Coordinator, who is responsible for producing customer builds of the software, when directed to by the Software Engineering Manager, according to the company's procedures for producing and verifying a build.
- Update the standard company timesheet every working day.
- Communicate effectively with other team members, including offering help if cognizant of a solution to another's problem, and seeking help when unaware of the solution to a problem that has been encountered.
- Consider and suggest ways to help the company improve its procedures and

processes.

- Perform any other duty that may reasonably be requested.

Technical Requirements

Good understanding of C++. Competence in the C++ Builder Development Environment. Understanding of version control and version control software, specifically QVCS. Familiarity with the Windows family of operating systems. Ability to communicate ideas clearly to other team members. Ability to produce supporting documentation of a reasonable standard of written English.

Education & Experience

Degree qualified or equivalent in Software Engineering or a related discipline. Experience of producing software as part of a team. Experience of the full software development life-cycle.

Personal Competencies*		
Competency	Level	Descriptor
Working With Data & Information		
Gathering & analysing information	2	Gathers and maintains information: Identifies and uses appropriate sources of information. Accurately identifies the type and form of information required. Obtains relevant information and maintains it in appropriate formats.
Decision Making	2	Day to day decisions: Follows pre-set procedures where required. Obtains and uses necessary information to make decisions. Regularly reviews and agrees scope of decision making for their role. Refers decision to others when appropriate.
Working With People		
Managing Relationships & Networking	1	Maintains relationships: Develops good relationships with colleagues and maintains them.
Teamworking, Coaching & Guiding	2	Is an active team member: Encourages colleagues to contribute in teams. Listens and gives credit to contributions which others make in teams. Shares learning and information with colleagues.
Communicating, Influencing & Networking	2	Projects a positive image: Presents oral and written communication succinctly with regard to its impact on the recipient. Presents self in a manner appropriate to the situation. Responds positively to the organisation, its people and services.
Achieving Results		
Planning & Organising	3	Plans to meet departmental objectives: Accurately estimates resources to achieve plans. Builds alternative actions into plans to deal with likely contingencies. Communicates plans to relevant people.
Deadline Management	3	Takes responsibility for tasks: Takes responsibility to ensure commitments are met.

		Regularly reviews progress of tasks. Keeps people informed of progress on key tasks. Evaluates completed tasks.
Objective Setting	1	Agrees objectives: Agrees objectives set by supervisor. Highlights any potential obstacles in achieving objectives.
Developing The Business		
Generating & Building On New Ideas	2	Participates in the generation of ideas: Actively participates in events for generating ideas. Positively questions established ways of doing things. Actively listens to and considers ideas presented by others.
Personal Development	2	Develops self: Builds own knowledge of the organisation, its people and services. Seeks opportunities to develop own skills. Accepts feedback constructively, regularly reviews and updates personal development plans.

Corporate Competencies		
Competency	Level	Descriptor
Customer Focussed	1	Meets customer requirements: Produces high-quality product as required in a timely manner. Refers upwards if unable to meet requirements.
Innovative	1	Actions existing solutions: Actions existing solutions as appropriate. Highlights additional requirements.
Flexible	2	Is flexible with colleagues and customers: Identifies and applies solutions to meet the needs of the business.
Co-operative	1	Co-operates with colleagues: Works co-operatively with colleagues within the department.
Integrity	1	Demonstrates integrity in their role: Ensures that duties are carried out with integrity.