



ALLPAY LIMITED

[Title]

Owner	HR Manager	Date Created	15/09/2014
Classification Level	Public	Template Version	General Form v1.4

[Click here for guidance on how to fill out this form](#)

1. JOB IDENTIFICATION

Job Title: Software Engineer
Responsible to: Lead Software Engineer
Department(s): Development (Research and Development)

2. JOB PURPOSE

To design, implement and support software and system solutions that meet the needs of allpay.

3. DIMENSIONS

Create, maintain and support software applications.
Provide support, assistance and consultancy to other departments within allpay.
Work on multiple projects concurrently.
Work on systems that process billions of pounds worth of transactions per year, used internally and externally by around 180 staff, 800 clients and 5 million customers.
Use specified design patterns and adhere to coding practices.
Assist in the determination of operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposing solutions.
Diagnose and implement features and bug fixes in large, multi-tiered systems.
Coordinate with tech leads and software engineers working on related deliverables.
Assist in communicating ideas and developing strategy through presentations, demonstrations and specifications.
Proactively recommend changes in policies and procedures.

4. ROLE OF DEPARTMENT

The R&D Department write and maintain software for use by internal and external users on a variety of platforms and architectures including Web and Windows.
R&D provides technical support, consultancy and analysis services to other departments within allpay to improve processes, procedures and effectiveness.



5. KEY RESULT AREAS

Assist in the requirements gathering process to help ensure requirements contain enough information and fact to support design, development and implementation.

Identify areas for improvement in requirements and feed back to Tech Leads.

Analyse Business Requirements and supporting information and produce a System Architecture document, Functional Specifications, Installation and Configuration and other documentation for each system.

Participate in 'Agile' development team to develop software designs and specifications based on system level requirements and in accordance with defined development procedures.

Actively participate in sprint and release planning, daily stand-ups and retrospectives.

Design software that meets the requirements of the business and users with scope for extensibility, ease of maintenance, supportability and configuration.

Perform internal to R&D, testing of all software components and end to end testing prior to testing by QA.

Provide support, consultancy and assistance to colleagues and other areas within allpay as required.

Provide estimates of work where required and work to agreed timescales and deadlines.

Assist in developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.

Follow department policies, procedures and Software Development Lifecycle.

Liaise with QA and or Project/Product Management to prioritise, resolve and manage defects.

Commit to continuous improvement of self, team and allpay.

Maintain and improve current skillset by studying state-of-the-art development tools, programming techniques, and computing equipment; participating in educational opportunities; reading professional publications.

"The post-holder will be required to undertake such tasks as may be reasonably expected by the department manager".

6. ADDITIONAL KEY DUTIES

Assist as required with team administrative tasks.

Assist as required with maintenance of personal desktop machine and departmental servers and equipment.

Participate in the code review process.



7. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB

Experience of using object oriented programming languages.
Knowledge of scripting or interpreted languages.
Experience of using SQL Server or equivalent directly via Management interface or software application.
Ability to solve problems and provide workable solutions or workarounds.
Ability to continually learn and adapt to new technologies and implement where suitable.
Possess good knowledge of software and hardware environments including networking.
Well-organized, detail-oriented and able to handle and effectively prioritize multiple tasks under pressure.
Flexible and adaptable to a changing working environment.

8. JOB DESCRIPTION AGREEMENT

We confirm that this conveys a full and accurate description of the job as at ##/##/####.

Job Holder's Name and Signature:

Date:

Manager of Department Name and Signature:

Date:

Director of Department Name and Signature:

Date: