

1. JOB DETAILS

- (a) Job Title: **I.T. SYSTEMS DEVELOPER**
- (b) Department: I.T.
- (c) Responsible to: I.T. MANAGER
- (d) Responsible for (subordinates): NONE
- (e) Working hours: 8.30 a.m. - 5.00 p.m.
- (f) Qualifications required:
I.T. TRAINING TO HNC/EQUIVALENT OR ABOVE
- (g) Experience required:
- I.T. SYSTEMS SUPPORT (MICROSOFT BASED)
 - APPLICATION DEVELOPMENT (C#.NET, VISUAL BASIC.NET, SQL, XML)
 - WEBSITE DEVELOPMENT (HTML, ASP.NET, PHP, CSS)
 - ACCESS / SQL SERVER DATABASES
- (h) Experience desirable:
- KNOWLEDGE OF:
- MICROSOFT WINDOWS SERVER 2003/2008, WINDOWS XP/VISTA/7 AND NETWORKING
 - MICROSOFT ACTIVE DIRECTORY / GROUP POLICY
 - MICROSOFT VISUAL STUDIO
 - ADOBE PHOTOSHOP / ILLUSTRATOR
 - CAD / CAM SYSTEMS (2D/3D)
 - UNIX / LINUX BASED SYSTEMS

2. JOB SUMMARY

PROVISION OF I.T. SERVICE TO STAFF, SPECIFIERS AND CUSTOMERS, INCLUDING THE PREPARATION OF APPLICATIONS, DATA AND TECHNICAL DOCUMENTS/REPORTS.

ASSESSMENT AND TESTING OF SOFTWARE SYSTEMS TO FACILITATE THE INTRODUCTION OF IMPROVEMENTS IN ALL DEPARTMENTS.

MAINTAIN AND DEVELOP EXISTING I.T. SYSTEMS, APPLICATIONS, WEBSITE, ELECTRONIC CATALOGUE AND LITERATURE.

3. KEY TASKS**Health and Safety**

1. Comply with the health and safety rules of the Company and of any organisation upon visiting their premises or site; help ensure compliance by all who enter or work at the Company's premises.
2. Help ensure that equipment, data and software of the Company is properly maintained. Notify I.T. Manager at the earliest opportunity of any deterioration, misuse, damage or loss. Liaise with maintenance contractors to ensure that hardware failures are dealt with promptly, within the terms of agreed contracts
3. Help maintain the cleanliness and tidiness of the office and files.

I.T. SYSTEMS DEVELOPER - Key Tasks contd.Core Functions

1. Understand, implement and follow all relevant procedures included in the Company's Quality Manual, in particular Corrective and Preventive Action and Document Control.
2. Become fully conversant with the Company's literature, website, Spec. Codes, part nos., product descriptions and installation instructions.
3. Become familiar with I.T. systems in use throughout the Company and provide support to computer users in all Company departments.
4. Maintain awareness of developments in the computer hardware, operating system and other software marketplace, having regard for the introduction of new or upgraded equipment, software and methods.
5. Attend to the design and development of the Company's internet and intranet websites.
6. Attend to the design and development of computer based product catalogues for use by the Company's customers, specifiers and internal staff.
7. Attend to the design and development of software productivity applications to interact with database and other systems.
8. Carry out installation and implementation work as required for new hardware and new or enhanced software systems.
9. Ensure that computer systems security is maintained, including servers, clients, network and anti-virus systems, password protection and allocation of safe working areas for users.
10. Maintain records and databases for products, catalogues, and ERP system.
11. Prepare and maintain graphics files used for literature, website and advertising.
12. Carry out data preparation work for internal projects, and as required in order to interface with external computer systems of the Company's customers, suppliers, specifiers and advertisers.
13. Use computer to enquire and input details of costs, operations, orders, parts, prices, procedures, products, projects, quotations, samples, services, specifiers, stock, suppliers, time, users, etc.
14. Attend to customers, specifiers, suppliers and users who visit the Company
15. Attend meetings, conferences, seminars and training sessions as required.
16. Assist with the training of staff.
17. Help ensure that equipment, data and software is properly maintained; notify the I.T. Manager at the earliest opportunity of any deterioration, misuse, damage or loss.
18. Contribute to I.T. systems development by obtaining and noting reaction to products/ideas from specifiers, customers, users and contractors, conducting appraisals and submitting recommendations as appropriate.

I.T. SYSTEMS DEVELOPER - Key tasks contd.

19. Assist with the arrangements and preparations for exhibitions of the Company's products and participate as required.
20. Advise the I.T. Manager on the suitability and effectiveness of existing premises, machinery, equipment, promotional material, software, methods, procedures staff etc.; make recommendations for and participate in the development/procurement of alternatives and additions.
21. Notify I.T. Manager of any software errors and liaise with software suppliers to resolve within the terms of agreed contracts.

Personal Qualities

1. Establish and maintain friendly relationships with colleagues and staff.
2. Establish and maintain good business relationships with customers, specifiers, suppliers and users of the Company's products, at all times promoting the good name, interests and reputation of the Company.
3. Exude a courteous and helpful manner, especially over the telephone.
4. Respect and maintain confidentiality of information on the Company and on existing / former / potential staff, specifiers, customers, clients, and suppliers – including computer system passwords, personal details, costs, income, activities, plans, financial situation, projects, services and products supplied, business or professional secrets.
5. As a key member of staff, be aware at all times that the Company is judged by his/her own personal standards of ethics, conduct, performance and presentation; act accordingly.