

**Job Description Form**

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Job Title:	Development Manager
Department/Location:	Development / Sheffield Office
Reports to:	Head of Operations
Status:	<b>Full Time , Permanent</b>
Hours of work:	37.5 hours 9am – 5.30pm with 1 hour for lunch
Holidays	25 days plus statutory bank holidays
Salary Range:	Commensurate with qualifications, skills and experience

## **Summary of Position:**

A Development Manager is required to manage and lead a team of developers for Dialogue Communications. The successful candidate will be expected to possess and display a diverse range of management skills to effectively manage projects, add processes and procedures to improve efficiency, manage developers to increase performance, and add real value to the Dialogue organization.

The role will have the following Primary Responsibilities :

### **Management**

- Line-manage the development team. Including recruitment, arranging holidays, managing sickness and staff performance.
- Promote team performance and delivery of projects to the rest of the business through internal communications and company meetings.
- Set objectives for members of the development team and review during staff appraisals.
- Schedule and prioritize work for the development team
- Monitor the performance of the development team.
- Identify and arrange suitable training programmes for the development team.
- Manage and introduce processes and procedures to improve clarity and efficiency within the development area and across the business.
- Ensure that procedures and processes are being followed by the department to maximize efficiency within the team.

### **Design and Development**

- Promote the submission of change requests from within the team to ensure continuous improvement to Dialogues platforms and services.
- Deliver accurate development impact assessments as part of change request procedures.
- Discuss software designs with the development team and where necessary take an active role in the design to ensure that a project successfully delivers all requirements for the customer, is delivered in the correct architecture. Designed to achieve optimum performance, resilience and scalability.
- Attend and participate in Product Board meetings. To discuss, accept, and schedule software changes.
- Review software and development testing standards.
- Research and introduce new technologies where appropriate.
- Ensure that software solutions are developed on time and within budget.

### **Reporting and KPIs**

- Produce weekly and monthly reports to the board members.
- Create monthly KPIs and achieve targets.
- Ensure all bugs are resolved within SLA.
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## Person Specification

	Essential	Desirable
<b>Qualifications &amp; Training</b>	Degree Level or equivalent	PRINCE2 foundation/practitioner or other project management qualification
<b>Experience</b>	At least 2 years experience in a development management role with experience of leading a team of developers.	Project management experience. Experience of the mobile industry
<b>Qualities and Attitude</b>	<p>A proactive, "can do", aptitude is a key requirement for this position. The successful candidate may need to take an active, hands on approach for a project, or to resolve an issue.</p> <p>Ability to manage and lead a team and work under pressure to deliver software to tight deadlines</p> <p>Excellent written and verbal communication skills</p>	
<b>Product Knowledge</b>	<p>An understanding of software design patterns</p> <p>Technical experience of various programming languages and databases : Java, C, Perl, MySQL</p> <p>A knowledge of Version Control Systems for software Configuration Management</p> <p>Leadership in the resolution of complex issues and designs.</p> <p>Microsoft Project/Excel etc.</p>	<p>Development management methodologies EG : SCRUM.</p> <p>An understanding of frameworks such as Spring, Maven, Hibernate</p>

## Competencies

Problem solving, judgment and decision making	Working with others
Proactive approach	Continuous improvement

## Prepared by

Name:	Steve Lovell	Signature:		Date:	13 <sup>th</sup> August 2010
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