

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Lead Software Developer

**Pay Band:** 7

**Directorate:** Planning, Performance & Commissioning

**Department:** Informatics

### ORGANISATIONAL ARRANGEMENTS

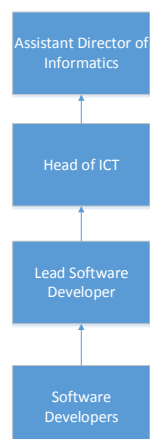
**Managerial Accountable to:** Head of ICT

**Reports to:** Head of ICT

**Professionally Responsible to:** Head of ICT

**Responsible For:** ICT Developers

#### Organisation chart:



## **JOB SUMMARY / PURPOSE**

This role based within the Health Board's Informatics Department will be responsible for leading on the design, development, implementation and maintenance of software solutions to aid clinical and administrative functions of the organisation. These solutions will be namely in the following areas:-

- Interoperability solutions based on JAVA and XML
- Custom Microsoft SharePoint solutions
- Adhoc development of web and Apple / Android mobile apps

The post holder will have a critical role in taking requirements from users, mapping these into developed software and assisting with the wider Informatics team deploying these successfully into operation.

## **MAIN DUTIES AND RESPONSIBILITIES**

Lead on providing a complete end to end service for development of clinical and administrative software solutions.

Established clear requirements through to development, testing, implementation and maintenance.

Provide specialist advice to staff whilst designing complex software and analysing complex data.

Support migration from current BizTalk integration platform to Fiorano working closing with the NHS Wales Informatics Service.

Responsible for complex query writing to support operational report requests and develop further adhoc reporting tools to facilitate access to data.

### **Service Management**

Ensure that software applications have full patch and version control in place and that the organisation has a comprehensive record of all these amendments.

Assist Informatics staff to effectively analyse, investigate and resolve complex issues which occur within any developed software.

Support system implementation testing, development and deployment.

Liaison with application suppliers, local and national service desk on resolution of software problems.

### **Service Improvement**

Identify continual improvements and refinements to the practices used to develop software within the organisation.

Working with other staff in Informatics, identify and implement policy and continual improvements to development practice.

Proposes changes to current working practices when redesigning software, implementing and developing policy as appropriate.

Ensure the production of suitable quality control records for application and system software changes.

Research relevant new technology as it is released, assessing its potential for enhancement of existing services.

Advance the process of continual improvement within the team by introducing the use of new technologies.

Implement complex third-party solutions and where appropriate integrate them with existing systems to add value to the services the organisation provides.

Keep up to date with the latest technologies, methodologies and drive consistent standards.

### **Communications**

Work closely with Health Board employees on a daily basis to understand system specifications and requirements.

Speak confidently to groups / meetings within the Health Board demonstrating ideas, concepts and developed software.

Collaborate with other development team members to complete work items identified during a development phase.

Provide and receive highly complex information regarding development. Explain complex issues as required to stakeholders in relation to development aspects of current projects.

### **Finance and Resources**

The post holder shall be responsible for any software licenses and ICT equipment allocated to their team as part of their work.

The post holder shall contribute to the drawing up of budget for Software Developer licenses and technical training and consultancy.

The post holder shall ensure that all resources spent on software development activities are accurately charged to the relevant departments.

The Post Holder shall be expected to record all software code, together with associated comments in a suitable source control system (such as Microsoft's team Foundation Server.)

The Post Holder may be required to assist with the operation and maintenance of source control software, performing daily checks and installing software patches where necessary.

### **Personal and People Development and People Management**

Undertake daily management of the development team ensuring effective workload allocation, absence management, performance management and regular team meetings. Provide training to new members of the development team to further develop their skills and knowledge.

To support the development team and provide advice and guidance to develop their capacity and performance.

Chair SCRUM meetings with the development team to ensure project timetables are being met and issues dealt with.

Undertake regular Personal Development Reviews (PDR) with direct reports ensuring these are recorded on the Electronic Staff Record.

Maintain training needs analysis for the team ensuring training requirements identified in the PDR process is matched to organisational requirements.

Manage own workload and make informed decisions in the absence of senior management support , working to tight and often changing timescales.

Has freedom to act to ensure development projects are delivered on time and are transitioned effectively into operational running.

### **Information Processing**

Through close collaboration with stakeholders identify effective ways to solve business problems when developing bespoke software applications.

Develop suitable test plans and supporting test data to prove the correct operation of code during unit testing.

Prepare well written technical documentation to ensure software applications are well understood and maintainable.

Process highly sensitive data according to Information Governance requirements.

### **Health, Safety and Security**

Act within legislation, policies and procedures relating to Information Governance.

Attend statutory/mandatory training and ensure team mandatory training compliance is kept at the required level.

Ensures all software is tested to ensure correct and safe operation prior to introduction as a live service.

Guarantees at all times the security and safety of user information and ensures all Health Board employees and equipment complies with the relevant policies.

### **Equality and Diversity**

Actively promotes equality of opportunity and diversity in own area of responsibility.

### **Effort and Environmental**

Requirement to use VDU and keyboard continuously during the working day.

Require for prolonged periods of concentration whilst analysing complex software problems and developing complex software solutions.

Required to travel between Health Board sites whilst attending meetings.

Will be required to work on your own initiative but also to collaborate with colleagues and other parties where necessary.

### **General**

Able to work without supervision and will need to understand and interpret the complexity of the overall ICT infrastructure across multiple locations.

This job description is not exhaustive but intended to give an overall picture of the role, other duties maybe added consummate on the current grade and below.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	<p>Degree plus additional post graduate level of knowledge in ICT development</p> <p>Knowledge and experience of redesign and change management.</p> <p>Extensive experience of Microsoft SharePoint development environment.</p> <p>Knowledge in web development technologies.</p>	<p>Educated to masters level or equivalent experience in ICT development.</p> <p>Management Qualification.</p> <p>Any formal ICT professional registration.</p>	Application form and interview.
<b>Experience</b>	<p>Practical experience using a software development framework.</p> <p>A thorough understanding of relational databases, database design and Structured Query Language.</p> <p>Excellent understanding of good software design.</p> <p>Good understanding of managing software development projects using a suitable software development methodology.</p> <p>Practical experience in leading technical presentations and workshops.</p>	<p>Experience of working within a Health Informatics function.</p> <p>Experience of integration engineers such as Firano.</p> <p>Knolwedge of HL7 and FiHR.</p>	Application form and interview.
<b>Aptitude and Abilities</b>	<p>Highly developed effective interpersonal skills, team working skills and strong leadership skills.</p> <p>Ability to work cooperatively with others to achieve shared goals.</p>	<p>Understanding of the role of ICT systems in improving patient care.</p> <p>Welsh Speaker</p>	Application for and interview.

	<p>Highly developed negotiating and influencing skills, communicating complex information where there are significant barriers to understanding.</p> <p>Highly numerate and analytical.</p> <p>Demonstrate the ability to provide and deal with highly complex and sensitive or contentious information.</p> <p>Demonstrate experience of strong team working.</p> <p>Excellent interpersonal and communication skills.</p> <p>Problem solver with an organised approach to work.</p>		
<b>Other</b>	Ability to travel between Health Board sites and the wider NHS in Wales in a timely manner	Welsh Speaker	Application for and interview.

## **GENERIC STATEMENTS**

### **NHS CODE OF CONDUCT FOR MANAGERS**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **OUR VALUES**

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

## **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

## **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

## **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

## **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

## **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

## **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

## **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

**\*Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

## **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

## **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

## **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.