**Job Description**

**Job title:** Developer

**Department:** Business Services

**Location:** Manchester

**Reporting to:** Development Manager and Applications Architect

**Hours:** 9:30am – 5:30pm, Monday to Friday. Some flexibility is required from time to time to meet the professional requirements of the role.

**Contract:** Permanent, full time

**Job Purpose**

* To support the migration and roll out of a new Practice management and financial system :
  + Bespoke Automations
  + Interactive web Applications
  + Document interaction
  + Management Information and reports
  + Data collection
* JavaScript framework, html/css, SQL
* To work with the development team and PMO to evaluate the firm’s requirements and liaise with stakeholders to design technical solutions for business problems
* To assist the PMO in the use of new systems, including the IT Team and end users
* Create and maintain user documentation, including release notes, user guides and best practice guidelines
* Test all configuration changes and updates prior to release to end users

**Principle Duties & Responsibilities**

**Enhancements**

* Enhance workflows, documents and data collection screens via a cycle of requirements gathering, configuration, testing, user training and rollout
* Ensure that prior to implementation all system changes are tested
* Liaise with the development team to ensure that the system is delivering required functionality

**Release**

* Test and implement any vendor-led upgrades and patches
* Arrange user acceptance testing (UAT) prior to any significant updates and manage any issues that are discovered through to resolution
* Work with the PMO with to create and prepare notes, user guides and manuals for end users
* Test updates to ensure the move between development and live systems is successful, highlighting any areas of concern
* Assist in ensuring all parties are kept informed of upgrades and understand their respective role
* Following the upgrade, monitor bug reports and highlight any major issues at the earliest opportunity
* Work with development team to create solutions for internal clients and stakeholders.

**Person profile**

Keen, driven and diligent, with a strong work ethic demonstrated by the ability to deliver business solutions within tight timescales. Ability to think creatively, unimpeded by orthodox or conventional constraints.

* Excellent written and oral communication skills
* Excellent attention to detail
* A client-facing and professional approach to their work
* Highly self-motivated and directed
* Logically minded – you must be able to work though different scenario-based workflows

**Essential skills and knowledge**

* At least 2 years in a professional services environment
* Experience in developing in Javascript, HTML/CSS.
* Experience in developing with HTML/CSS frameworks
* Experience with SQL Server in creating Stored procedures and basic queries.
* Experience of managing source code repositories via GIT
* Drives the adoption of standards to ensure developed platforms remain stable, reliable, and secure for all users
* Understand existing software core architecture, interactions and dependencies
* Support project team/BA to gather and filter key information from stakeholders
* Support project team with drafting functional specifications
* Provide solution and integration for the existing systems
* Investigate and resolve bugs or deficiencies
* Work in collaborative environment, provide mentorship to Junior Developers where necessary.

**Desirable skills**

* Knowledge of legal practice management system(s), such as Linetime Liberate, Sharedo
* Hubspot or legal CRM systems
* Power BI development experience beneficial
* Experience working in a team-oriented, collaborative environment
* Translate business requirements into architecture designs