

JOB DESCRIPTION

Job Title: Head of Software Development (HoSD)

Reports to: Chief Executive Officer (CEO)

Salary Band: TBA

SUMMARY OF THE ROLE

The Head of Software Development (HoSD) is a leadership role accountable for the successful delivery of software for the CCDC. Managing a team of 25 developers, the HoSD will work closely with the CEO, the Head of Product Management, and other members of the Senior Leadership Management Team (SLMT) to deliver software that meet user needs and that is in keeping with our charitable aims in the service of the scientific community and for public benefit. The HoSD will be accountable for the creation and delivery of the strategic software architecture vision, the quality and productivity of their team, and all other aspects of the delivery of our software.

MAIN DUTIES AND RESPONSIBILITIES

Main responsibilities

- Develop and deliver a strategic technological vision and direction for the CCDC;
- Lead and manage the Software Development team to deliver software, and architecture that meets the needs of users;
- Work effectively with Product Managers and Product Owners to ensure delivery against agreed priorities;
- Monitor, manage and provide progress on all software development activities;
- Accountable for the on time and to quality delivery of software development projects;
- Create, implement and maintain a continuous improvement plan for software development;
- Identify and implement technology trends and best practices that will be able to support the future success of the business, both internally and through partners;
- Articulate to colleagues, Trustees and users, the company's technological vision, opportunities, and challenges as agreed with the CEO and Product Managers;
- Collaborate with the appropriate functions and users to evaluate and identify technology platforms for delivering the company's products and internal services;
- Drive consistent standards and best practices throughout the development teams;
- Responsible for own work against objectives set in agreement with the CEO.

Communication and information

- Report to and meet with the CEO at a minimum of twice per month;

- Communicate and ensure engagement of CCDC technology strategies internally and within the CCDC user community;
- As necessary, participate in and co-ordinate the software development activities of CCDC in external consortia and expert groups in support of the company's charitable aims;
- Promote the company and its charitable aims within industry and academic communities;
- Ensure effective intra- and inter-departmental communications.

Financial

- Accountable and responsible for effective financial management, planning and monitoring of the Software Development budget;
- Provide monthly information to enable the creation of financial results and forecasts.

Staff Management and Leadership

- Building:
 - Attract and recruit talent to fill vacant positions and close skills gaps;
 - Ensure training and support is provided to new staff.
- Growing:
 - Ensure coaching and performance feedback is provided to all team members;
 - Mentor individuals; Engage with team members to support them in delivering maximum value to the organisation, now and in the future.
- Sustaining:
 - Develop open and trusting relationships to support the goals of the organisation;
 - Establish clear organisational structures and succession plans aligned with appropriate responsibilities, accountabilities and personal development for all Software Development staff in line with any anticipated growth;
 - Model behaviours and provide support for staff in keeping with CCDC values;
 - Ensure that the skills of Software Development and IT teams are consistent with the CCDC's scientific, technological and business needs, both present and future;
 - Encourage software staff to represent CCDC at conferences and meetings to continuously grow the reputation of the charity;
 - Identify corrective actions regarding people, processes and tools.

Policies and Procedures

- Comply with all relevant policies and procedures;
- Accountable for GDPR compliance in the Software Development and Software Architecture teams;
- Review and improve standards where appropriate.

Other

- Undertake additional tasks and responsibilities as may be reasonably expected of the role and as necessary to achieve the objectives of the Software Development function and CCDC goals.

PERSON SPECIFICATION

Education, Skills & Knowledge	
Educated to degree level or equivalent	Essential
PhD in the field of computer science or equivalent experience	Desirable
Project Management qualifications	Desirable
A knowledge of Chemistry and/or crystallography	Desirable
Strong understanding of the Agile software development cycle	Essential
Familiar with more than one software development methodology	Essential
Excellent written and oral communication skills	Essential
Outstanding interpersonal skills	Essential
An understanding of databases (including relational databases)	Desirable
Knowledge of web services and standards	Desirable
An understanding of the handling of large data sources	Desirable
Abilities	
Ability to envision and deliver software solutions that meet user needs and/or solve business problems	Essential
Able to design and architect technically sophisticated solutions to meet challenging user requirements	Desirable
Ability to set and manage priorities judiciously	Essential
Ability to articulate and gain engagement for ideas to both technical and non-technical audiences	Essential
Ability to motivate in a team-oriented, collaborative environment	Essential

Experience

Demonstrable and substantial experience in leading and managing teams of software developers	Essential
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Experience of successfully designing and developing sophisticated software products deployed in a variety of environments	Essential
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Hands-on experience of coding using more than one recognised industry standard language (e.g. C++; .Net, C#)	Essential
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Working in an Agile environment	Essential
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Leading teams in working in an Agile environment	Essential
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Performance and line management of highly skilled teams	Essential
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Experience of successfully delivering into the market sophisticated software product releases deployed into a variety of environments	Essential
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Personal Characteristics

Agile	Essential
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Self-Motivated and able to work independently	Essential
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Innovative	Essential
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Attention to detail	Essential
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Collaborative	Essential
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Team player	Essential
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Supportive	Essential
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Passionate	Essential
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Professional	Essential
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Accountable	Essential
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