APPENDIX ONE:
Position Description

POSITION TITLE:	**Software Developer**
LOCATION:	Tauranga
REPORTS TO:	Head of Digital, Data and AI
TEAM	Digital Business

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment mean that we can provide the best possible outcomes for our clients.

The primary focus of the role is the development of software solutions for the organisation. This includes ensuring best practice development, defining software architectures and the implementation of effective processes.

The Senior Developer is required to team up with other staff and business representatives to fully understand requirements, specify and develop solutions that meet business expectations. Clear communication and reporting on timelines is essential to ensure stakeholder expectations are managed and deadlines are met.

WHAT I DO

Key Responsibilities

- Be an effective member of the Software development and wider Digital Business
- Provide thought leadership on software development processes and methodologies
- Provide mentoring to Junior developers as required
- Actively engage with key stakeholders understanding business objectives and user requirements
- Undertake analysis and software design to ensure requirements are met in the proposed software architectures
- Develop and maintain custom software solutions and system enhancements that fit with best practice, cloud first approach, are highly secure and meet business objectives
- Ensure appropriate testing is performed to ensure minimal defects
- Ensure software is fully documented and source code is well managed and maintainable

Software Development

- Team participation and staff mentoring as required.
- Oversight of software development and implementation of best practice software development processes.
- Architecture and Design of software to meet requirements.
- Ensure solution alignment to CIP Target Operating Model objectives of simplification and rationalisation.
- Elicit, review and edit specifications, business processes and any solution proposals.

- Custom software development on CIP legacy and new Applications, managing the full software development life cycle including testing, implementation, and auditing. Perform solution design, bug verification, and beta support, which may require research and analysis.
- Utilise modern AI Tooling to accelerate delivery using appropriate AI Agentic frameworks.
- Share best practices with the wider team.
- Understand and communicate software integration impacts and requirements.
- Create and maintain data interfaces across a number of different protocols (Service Bus, file, API…).
- Facilitate the development of our Azure cloud infrastructure relative to Applications and connectivity.
- Deploy .NET core apps "on premise" and in Azure cloud and implement the CI/CD Azure DevOps deployment.
- Engagement with stakeholders and vendor partners.
- Identify production and non-production application issues, Analyze and troubleshoot and provide immediate fixes.
- Ensure the integrity and security of data at all times, helping to create the proper internal architecture that satisfies the required security policies.
- Quality Assurance and unit testing of custom software solutions.
- User Acceptance Testing: supporting testing efforts with Test Manager\Analyst ensuring issues are identified, tracked, reported on, and resolved.
- Any other tasks as requested by your manager.

Continuous Improvement

- Provide input into the continuous improvement of the application development and enhancement processes.
- Participate as a key member of the Digital Business team in designing/developing processes of the organisation's technical infrastructure and architecture.
- Active participation in achieving the Digital Business' key strategic goals.
- Fostering a client focused culture within Digital Business.
- Contribute to and share best practices and experiences.

General Duties and Responsibilities

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

NZX RULES REFERENCED WITH LEGISLATION AND POLICY

- The NZX Participant Rules can be found electronically at the following address -
- https://www.nzx.com/regulation/nzx-rules-guidance/participant-guidance
- CIP policies can be found on the Staff Intranet

WHAT I VALUE



At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and clients.

WHAT I BRING

Qualifications

- A relevant tertiary qualification in technology, software development or a related discipline is desirable
- Qualifications or certifications in software development

Knowledge and Experience

- 5+ years' experience in software development, technology or agile development
- Demonstrated experience capturing and prioritising business requirements or use cases
- Experience working with cross-functional teams including technology, operations, and senior leadership
- Good knowledge of the financial services / wealthtech industry and awareness of relevant trends

Skills & Attributes

- Strong stakeholder engagement skills with the ability to work across all levels of the business
- Excellent communication skills – able to articulate complex concepts clearly
- Ability to work well under pressure
- Curious, proactive, and comfortable working in ambiguous or emerging technology spaces
- Effective relationship management with the ability to influence and negotiate with stakeholders

- Detail-oriented with a commitment to quality and thoroughness in development
- Collaborative team player who can partner with information technology teams, SMEs, and other key teams as needed
- Problem solving skills
- A proven ability to plan and prioritise programmes of work to deliver results
- Acting with honesty, integrity, and transparency in line with CIP values