

**APPENDIX ONE:**  
Job Description



POSITION TITLE:	Analyst Developer
LOCATION:	Enterprise Project Management Office (EPMO), Tauranga
REPORTS TO:	Business Solutions Manager

## POSITION SUMMARY

The Analyst Developer role is located within the Craigs Investment Partners (CIP) Information Technology team. The role's primary focus is the specification and development of software solutions and enhancements to existing business systems.

The Analyst Developer will be 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. In this role the Analyst Developer is expected to:

- 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 custom software solutions and system enhancements that fit with best practice 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
- Provide thought leadership on software development processes and methodologies

## KEY RESPONSIBILITIES

### SOFTWARE DEVELOPMENT

- Elicitation, specification and validation of business requirements.
- Custom software development.
- Engagement with stakeholders.
- Elicitation, specification and validation of business objectives and requirements.
- Review and edit specifications, business processes and any solution proposals.
- Architecture and Design of software to meet requirements.
- Quality Assurance and unit testing of custom software solutions.
- User Acceptance Testing: supports testing efforts with Test Manager\Analyst ensuring issues are identified, tracked, reported on and resolved.
- Oversight of software development and implementation of best practice software development processes.

### CONTINUOUS IMPROVEMENT

- Provide input into the continuous improvement of the application development and enhancement processes.
- Active participation in achieving Information Technology Solutions key strategic goals.

- Fostering a client focused culture within Information Technology Solutions.
- To 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.

## PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> <li>• Relevant IT qualifications or equivalent work experience</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Development experience 3+ years</li> <li>• Financial services experience (desirable)</li> <li>• Project Management experience</li> </ul>
Key Skills and Attributes	<ul style="list-style-type: none"> <li>• Excellent time management and organisational skills</li> <li>• Excellent communication skills (both written and verbal), with the ability to communicate effectively at all levels in the business</li> <li>• Ability to work well under pressure</li> <li>• Adopts a collaborative approach to working with a range of stakeholders</li> <li>• Ability to engender a strong delivery focus across the Information Technology Solutions team.</li> <li>• Ability to meet tight schedules and cost targets without compromising business requirements.</li> <li>• Commercial / business acumen.</li> <li>• Problem solving skills</li> <li>• Effective influencing and relationship management skills</li> <li>• A proven ability to plan and prioritise a program of work, to deliver results.</li> </ul>