



Position Description

Full Stack Software Developer

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Commercial in Confidence

catalyst 
Freedom to innovate

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1 Full Staff Software Developer

Department: Bespoke

Reports to: TBC

Location: Any

Direct reports: None

Competency level: All

1.1 About the role

As a Developer at Catalyst, you will be working closely with talented project teams performing software design, development and testing duties to produce outstanding results for our clients. You will be responsible for maintaining and enhancing existing systems and websites. This role involves client facing work, therefore excellent interpersonal and communication skills are imperative.

Awareness of responsible AI practices, including understanding of bias, privacy considerations, and ethical implications of AI systems. Alignment with our commitment to data sovereignty and Māori data governance.

1.2 What you are accountable for

1. Designing, building, deploying and supporting systems and websites for Catalyst clients. This includes:

Accountable for	Successful when
Addressing issues promptly	Jobholder liaises with clients to effectively gather requirements
Designing systems and writing strong, clean code	Jobholder uses best practise in the designing, building, deploying and supporting of systems and websites for Catalyst clients.
Reacting swiftly to changing requirements and timelines	Work requests are responded to and managed in a timely and professional manner

Accountable for	Successful when
Integrating Catalyst systems with third party/client systems.	Both Catalyst clients and internal team members are fully informed on project progress at all times
Taking the initiative for planning and allocation of task	Project reporting is delivered as required by Catalyst and our clients
Balancing multiple projects in a timely and accurate way	Work is completed by agreed deadlines
Writing documentation as required	Jobholder takes ownership of the solution and works effectively with own team and other teams as required to deliver to (or above) client expectations
Risk is actively managed and considered at team and project level	You produce high quality documentation as required
Assuming overall responsibility for implementation phase on client projects	

2. Maintaining strong and professional communications with clients and other Catalyst employees

Accountable for	Successful when
Supporting management and other team members with document production as required	Confidentiality is maintained at all times
Maintaining effective lines of communication to employees, other team members and clients	Both verbal and written communications are clear, concise and accurate
Ensuring tidy and professional presentation when meeting with clients	Client, manager and other team members provide positive feedback on communication style
Engaging with clients in order to generate both ideas and new work opportunities	Jobholder models appropriate behaviour that represents Catalyst and Catalyst's values in all external engagements

Accountable for	Successful when
Attending meetings via phone or video conferencing as required	Both clients and Catalyst employees are communicated with in a fair, honest and open way

3. Working with your manager and other senior team members towards your continual learning and development

Accountable for	Successful when
Learning new programming languages and frameworks as required	New and relevant knowledge or experience is gained via training or work experience, and is actively brought in to your day to day work
Participating in relevant trainings	Goals and targets are met, both short and long term
Setting goals and targets for the further development of your career	Referring to the Catalyst Competency Matrix, you progress to new levels of capability
Taking on new and variable tasks as your role develops, as directed by your manager	
Entering timesheets daily in to our Work Request Management System (WRMS)	

1.3 Skills and Requirements:

- Good understanding of Linux, Python or Perl and the Django framework
- Good working knowledge of Node or React front end capability
- Knowledge of CI/CD Pipelines would be advantageous
- Experience with Git
- Experience designing and consuming RESTful APIs would be advantageous
- Developed skills and knowledge of one of the major relational database packages
- Good skills in personal work organisation and time management

1.4 AI skills:

- Experience working with Large Language Models (LLMs) through APIs, preferably Open Source, such as Qwen
- Ability to design effective prompts, handle context windows, and integrate LLM responses into production applications
- Familiarity with vector databases and semantic search
- Experience with building and supporting data processing pipelines, including extracting data from various sources (PDFs, databases, APIs), transforming, and loading into systems. Comfortable working with unstructured data

1.5 Competencies:

- Clear and effective communication style
- Strong analytical and problem solving skills
- The ability to build rapport with clients and build a relationship of mutual trust and understanding
- Ability to work independently