



JOB DESCRIPTION:

Job Title: Web Developer
Section: IT
Reports to: Head of IT

Job Purpose

- Development of features and extensions to Windsor Telecom's e-Commerce website.
- Maintaining and improving back-office systems and tools to facilitate smooth running of the sales, service delivery and product management aspects of Windsor's business.
- Running of statistical reports as required by Directors and management.
- Contribute to creation, build, implementation and ongoing development of company intranet.
- Assisting with development of current systems and implementation of new systems as they are introduced.
- Ensuring IT support services contributes to Windsor Telecom's growth objectives and bottom line.
- Maintaining effective lines of communication with Head of IT, team and across wider organisation in line with responsibilities of job role.
- To make active contribution to Windsor Telecom's commitment to continuous improvement at individual, team and company level.

Main Responsibilities

- Maintain consistent work outputs and perform within targets set by Head of IT.
- To carry out tasks to timescale and deadlines, observing set procedures where possible.
- Maintaining awareness and knowledge of marketplace and telecommunications sector
- Attend employee training and development activities relevant to role purpose.
- Shared responsibility for company-wide IT provision and support to non-IT staff.
- Shared responsibility for ensuring that all company PC's are operating correctly with all relevant software.
- Assess and champion new development techniques that will benefit the team capability and product output.
- To anticipate and contribute to implementation of Windsor's growth strategies & to monitor system efficiency.
- Undertake any other job related duties as directed by Head of IT.

QUALIFICATIONS/ SKILLS/KNOWLEDGE/EXPERIENCE

See Person Specification – attached.

Performance Indicators

In conjunction with Head of IT agree levels of performance will be based on the following criteria:

- Achievement of work outputs.
- Improvements in system efficiency.
- Benefit of new/upgraded systems to colleagues & their work outputs.
- Benefit of new/upgraded systems to the company as a whole.