

Job Description

Lead Developer, Azure Graphic & Web Design Ltd.

A Information

- Post: Lead Developer
- Hours of work: 37½ hours per week
- Salary: From £18,000 (plus profit share)
- Responsible to: Directors

B Responsibilities

- Advising Directors on job quotes regarding development
- Advising Office Manager on job schedule regarding development
- Liaison with development and management teams to ensure timely, effective and smooth project delivery
- Technical direction of Azure Design (coding standards, hardware/software etc.)
- Responsibility for technical quality of all projects
- Responsibility for effective training of development team
- Forward planning of work schedule
- Standards-compliant web page layout using XHTML/CSS
- Maintenance, use and improvement of the Azure Content Management System
- Search Engine Optimisation work
- Managing domain set up, hosting and e-mails
- Website and database programming using PHP/mysql
- Actionscript programming in Flash
- Javascript programming
- Handling of telephone enquiries from clients
- Responding to email enquiries from clients
- Effective client training
- Effective technical support for other staff
- Participating with other staff members as part of the Azure team
- Other tasks appropriate to the post as determined by the Directors

C**Key outcomes**

- Efficient performance of Azure's website development department
- Efficient delivery of website development
- Prompt responses to all incoming enquiries
- Efficient time management and accurate job recording
- Effective support for other staff
- Effective communication with and support for clients
- Imaginative technical problem solving
- Positive and harmonious atmosphere in the office

Achieved by:

- Implementation and development of agreed office procedures
- Attention to detail and forward planning
- Forging good relationships with clients
- Enthusiastic participation in the Azure team
- Regular liaison with and reporting to the management team