



# Job Description

## 1. Job Title

Job Title: **Consultant**  
Responsible to: **David Njogu**  
Location: **Various**  
Division: **QA Consultancy**  
Department: **QA Consulting**  
Last Updated: **03/03/2016**

## 2. Job Purpose

The role of the Consultant (also known as Software Engineer) is to design, create, test and document new and modified software programs to match given specifications and according to agreed standards.

## 3. Key Responsibilities and Duties

Key responsibilities are

- Designs, codes, tests, corrects and documents large and/or complex programs and program modifications from supplied specifications using agreed standards and tools, to achieve a well engineered result.
- Takes part in reviews of own work and leads reviews of colleagues' work.
- Sets local or team-based standards for programming tools and techniques; advises on their application and ensures compliance
- Provides advice, guidance and assistance to less experienced colleagues as required
- Any additional tasks that you are assigned by your line manager or a senior member of staff.



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## 4. Key Performance Indicators - KPI's

[List here how the tasks above will be monitored, measured and evaluated. If you do not have a measure for these they are not KPI's]

- Client Satisfaction
- Technical Competency
- On the Job Delivery
- Technical Maturity and Progression

## 5. Skills, Competencies and Qualifications

### Personal Skills

- Excellent organisational skills
- Excellent analytical and problem solving skills
- Understanding of complex information and requirements
- Good prioritization skills and be flexible enough to adapt plans
- Good evaluation skills
- Good communications skills - written and verbal
- Great IT skills
- Confidence in decision-making
- A good team-playing mentality
- Good leadership skills
- An ability to work to tight deadlines and within constraints



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## 6. Key QA Values

Listed below are the key values and attributes expected of all QA employees

**Integrity** - We will: Be open and honest. Have trust and respect for each other. Act in the best interests of the whole business. Share knowledge and experience.

**Commitment** – We will: Deliver our obligations to clients and colleagues. Take individual responsibility and be proactive in delivering what we promise. Champion equality, diversity and inclusion. Support our communities and protect the environment.

**Service** – We will: Understand our clients and exceed their expectations. Provide exceptional value. Deliver the highest quality service. Strive to continually improve and enhance our services.

## 7. Agreement

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature: 

Date: 13/03/2016

Line Manager's Signature: 

Date: 7/4/2016