11 December 2013

Please find attached the Position Description for the role of Chief Architect, a position held by Adam Roth at the time he was made redundant at iApps Pty Ltd in 2013.

Regards,

Rick Hoy
Managing Director
iApps Pty Ltd

POSITION DESCRIPTION

iApps®

Position: **Chief Architect**

Location: **Sunshine Coast**

Performance Review Period: Annual

Reporting/Working Relationships: Director – Software Development (Andrew Longhorn)

Position Summary

This position supports the Director – Software Development and Innovation and works closely with iApps software development team. A Software Developer creates and develops new application solutions for clients in accordance with iApps development protocols, policies and procedures.

Authority

This position has the authority to:

- Director – Software Development and Innovation.
- Access to nominated source code and systems.

Key Areas of Responsibility

- Management of product development cycles (sprints).
- Management of local and remote development teams.
- Preparation of estimates and quotes in support of sales process.
- Meeting with clients and distilling their ideas into actionable specifications.
- Accurately estimating the scope of proposed and signed development work.
- Designing and implementing network communication protocols.
- Driving Research and Development efforts and investigations into new technologies.
- Preparation of high-level and detailed design documentation and workshop deliverables.
- Preparation of user guides and software and process documentation.
- Mentoring of team members.
- Software quality control, testing, troubleshooting and bug-fixing.
- Evaluating the suitability of new engineering candidates and otherwise assisting in the hiring process.
- Administration, operation, configuration, maintenance and troubleshooting of Linux and OSX servers and deployed applications.
- Administration, operation configuration, maintenance, and troubleshooting of internal services (Jira, Confluence, etc.)
- Interpret documented requirements and technical specifications.
- Identify and suggest opportunities to improve or make modifications to increase software efficiency or functionality.

- Write and/or re-write code and software programs to meet client requirements and technical specifications using development cycle principles.
- Develop and implement testing models and plans including documenting test results.
- Investigate and suggest solutions to defects and problems detected during testing.
- Write technical procedures and documentation for the applications including operating procedures and user guides.
- Develop and provide enhancements, maintenance and support for existing systems within client organisations.
- Analyse, investigate and correct problems and defects arising during the development cycle or reported by a client.
- Consult with client users to identify current operating procedures and advise on the effective use of the application.
- Support internal and external clients by providing sound technical advice and support.
- Work with client users to integrate developed software into the client organization Environment.
- Manage client relationships and resolve client issues within scope of authority.
- Participate in weekly development of iApps software development protocols and business improvement processes.
- Foster effective working relationships with the iApps team to enhance communication and achieve a co-operative work environment.
- Keep up to date with technology advancements, market trends and participate in professional development activities.
- Achieve objectives and goals documented in personal development plans.
- Complete various business management tools including maintaining and submitting accurate timesheets as required.
- Comply with iApps values, policies and procedures.

Position Specification

Skills, Knowledge and Experience

- Bachelor degree or equivalent qualification in an IT related discipline.
- Technical knowledge of relational databases, web and client-server concepts.
- Working knowledge of software coding and development protocols in a business environment specifically around programming for iOS devices.
- Experience with the interpretation of specifications and requirements documents.
- Strong experience in object-orientated design and development of n-tier applications using a variety of technologies.
- Previous experience in a software development and/or business analysis role.

Abilities / Personal Qualities

- Works confidently with new applications, software frameworks and business / IT processes.
- Manages workflow, prioritise and meet project deadlines.
- Performs competently during periods of work pressure.
- Practical problem solver.
- Collaborative working style.
- Contributes in a team environment.
- Self-motivated and takes initiative.

- Self-sufficient.
- Takes ownership and accountability.
- Seeks support and supervision appropriately.
- Attention to detail.
- Client service orientation.
- Commitment to self-development and continuous learning.
- Strong written and verbal communication skills.
- Outcome focused.

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The job description is not intended to be all-inclusive. Employees may perform other related duties as requested to meet the changing needs of the company.

Employee Signature _____ Date _____

Manager Signature _____ Date _____