

JOB DESCRIPTION

Job Title:

Java Architect

Reports to:

IT Manager

Job Purpose:

To develop and facilitate a web based online conveyancing case management system.

The system is set to pioneer the management and delivery of e-conveyancing services and legal panel management within the residential conveyancing industry.

Key Responsibilities

- Develop and maintain web based systems to specification based upon information provided by experts within the conveyancing industry.
- To provide draft visual examples of screens and reports to support specifications provided by the client.
- Document procedures as developed and manuals for training other members of the team.
- Develop links between web sites and web based systems as appropriate.
- Work with Web Developers to maintain links between web sites and web based systems.
- Provide an outline of procedures and manuals for those outside the IT Department as required.
- Advise the client, as appropriate, on design and development issues.
- Act as backup to the Web Development Team to provide extra resource as may be required.
- Support IT Manager in meeting deadlines for provision of systems and documentation as required for the practice or 3rd parties.
- Manage own work allocation, productivity and quality of work with minimum of supervision.

Personal Qualities

Managing Yourself

- Self motivated and able to organise own work with minimum supervision.
- Copes effectively in demanding circumstances.
- Good time management adopting a flexible approach to work.
- Demonstrates persistence and commitment to completing tasks and objectives.

- Delivers work output to the required standard.
- Pays attention to detail and quality of work.
- Demonstrates a commitment to improving working practices and supports company plans and policies.

Working with People

- Ability to build and maintain working relationships with others and is seen as 'approachable'.
- Operates effectively as part of a team.
- Willing to offer help to all colleagues to ensure company success.

Problem Solving

- Demonstrates sound judgement and good decision making when dealing with problems.
- Able to identify a problem arising and can develop a solution or take the correct course of action.
- Knows when to seek guidance or further input from others before taking action.
- Checks that information is accurate and complete.
- Looks for new solutions to problems as well as tried and tested methods.

Communication Skills

- Able to express oneself both orally and in writing in a clear and constructive way.
- Willing to ask questions, listen to others views and accept advice.
- Willing to contribute ideas and seek improvements.
- Good client / Introducer handling skills both by telephone and face to face.

Experience Required

Essential

- Good understanding and experience of Microsoft Office products
- Working knowledge and good experience of using:
 - Swing
 - EJB
 - JSP
 - Java Script

Desirable

- Working knowledge of:
 - Spring Framework
 - Hibernate
 - JBOSS AS
 - J2EE – EJB/JMS