

Software Development Team Leader

Salary: £45,264 - £49,143 per annum (Grade 10)

Contract type: Full-time (36.5 hours per week), Permanent

Well-known within the Welsh Education sector, WJEC is one of the leading providers of trusted qualifications across the UK. It's an exciting time to join our organisation, with an extensive portfolio of transformation projects taking place involving digital innovation and creativity.

This is a new role, responsible for leading a team of development professionals who will together design, implement and maintain data solutions used by a range of stakeholders. They will oversee the development processes from initial design through to integration to business as usual and their onward continuous improvement.

We're keen to receive applications from individuals with previous managerial/leadership experience and evidenced involvement in a range of software development projects. Candidates will be highly organised and have excellent interpersonal skills; providing them with the skills that enable successful outcomes to a range of multi-departmental projects that align to business goals and exceed user expectations.

The contract:

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need. Role-holders should be prepared to work from our Cardiff offices at least once per week. Whilst Welsh language skills would be beneficial, they are not expected in this role.

At WJEC, we pride ourselves in being an inclusive and supportive place to work. We offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a defined benefit CARE pension scheme (LGPS) and numerous family friendly policies.

If you would like to know more about the position or about working for WJEC, please contact Fliss (she/her) via HR@wjec.co.uk who would be more than happy to speak to you.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59; Wednesday 30 April 2025

JOB DESCRIPTION

Job title:	Software Development Team Leader
Department:	Information Technology
Section:	Solutions Delivery
Responsible to:	Data Systems Technical and Architectural Lead
Grade:	10
Location:	Western Avenue
Main purpose of Job:	

The Software Development Team Lead (Data) will help to lead a team of development professionals who are responsible for the *design, implementation and maintenance of data solutions* for multiple products and services used by internal and external stakeholders. The Software Development Team Lead (Data) will, with the Data Systems Lead, oversee the entire development process, from design and implementation through to integrations and continuous improvement.

The post holder will collaborate with other stakeholders including product managers, developers, research, business intelligence and marketing, to ensure that the data team delivers high-quality and innovative solutions that meet the business goals and user expectations.

As part of the IT Development Group, the post holder will work collaboratively with colleagues in Solutions Delivery, the wider IT team and across the organisation, to ensure the successful delivery of projects and service level agreements. A key element of the role will be providing regular updates on project progress to the project lead, ensuring that project deliverables are completed within the appropriate timeframes and that workload is effectively prioritised within the team.

Principal Duties and Responsibilities:

Solution Design and Delivery

- Lead the Data team and oversee the design and creation data related solutions.
- Collaborate with architects, developers, product managers and stakeholders to understand the user needs and business goals.
- Contribute to the WJEC-One target architecture; ensuring consistency across services and following a user-centric approach.
- Establish and maintain Data governance standards, guidelines, and best practices across the organisation.
- Evaluate and iterate on the design of data solutions based on user feedback and metrics.

Management

- Mentor and coach team members and provide feedback and guidance both professionally and pastorally, identifying any training or development needs and providing appropriate support.
- Oversee the team workload, delegating and planning work allocations; monitoring progress against team SLAs and projects throughout the year.

- Undertake regular performance reviews and managing all people related matters for your team, supporting with underperformance or capability issues, as appropriate.

Project Management

- Working collaboratively with colleagues in Solutions Delivery and the wider IT team, PMO and business stakeholders (dependent on project) to gather and define user requirements for both internal and external service users.
- As part of the IT Development Group, work to meet project deadlines and ensure the successful delivery of service level agreements, prioritising workloads appropriately in line with business requirements.
- Provide regular reporting on project progress to the project lead, ensuring that project deliverables are completed within the appropriate timeframes.

Stakeholder Engagement

- Communicate the data vision, strategy, and standards for the product team and stakeholders.
- Liaising with internal colleagues in all areas of the business to enable learning, collaboration and improvement, providing support and solutions as required.
- Establishing effective communication channels with users throughout the development process, relaying complex technical concepts in a clear and concise manner.
- Work closely with stakeholders in Business Intelligence, Research and Marketing to ensure consistent use of the businesses underlying data.

Other

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- Follow continuous improvement and refinement processes to acquire additional skills and tools, undertaking relevant industry qualifications (where applicable), such as AWS Certification, ensuring that continuous personal development remains at the forefront of the role.
- Keep up-to-date with the latest industry standards to ensure WJEC stays at the forefront of digital education.
- To undertake other duties, as required, which are commensurate with the grade of the post

Person Specification

Job title:	Software Development Team Leader
Department:	Information Technology

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have, but it is not expected that candidates will meet all of them. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Ability to translate user requirements into design specifications ready for developers to implement, with accompanying documentation as required.
- Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy.
- Excellent organisational skills demonstrating ability to produce work to high quality standards.
- Excellent problem solving and analysis skills.
- Results orientated, with the ability to provide recommendations and solutions as required
- Ability to learn quickly and a desire for continuous self-improvement.
- Excellent interpersonal, communication and presentation skills demonstrating the ability to convey complex messages clearly.
- Proactively engage and communicate with key stakeholders, demonstrating effective influencing skills.

Desirable

- Ability to work through the medium of Welsh.

Knowledge

Highly desirable

- Good knowledge of main tools, trends, and frameworks currently in use for data solutions including Data Warehouse and Lake architectures, RDBMS, NoSQL and data modelling
- Current knowledge of development techniques using SQL, Python, R, JavaScript;

Desirable

- Knowledge of key tools (AWS Athena & Glue; Oracle; Postgres; NO-SQL db; Graph-DB etc.)
- Knowledge of data analysis and presentation tools (Tableau, PowerBI, AWS QuickSight etc.)

Experience

Highly desirable

- Experience of data modelling for application development and optimisation.
- Experience leading requirements-gathering and engaging with stakeholders and users.
- Experience collaborating with data visualisation teams to confidently feedback on available data sources and data capture design to support the functional design and usability.
- Experience with technical specialists, co-creating deliverables that demonstrate best practice and are feasible to build.

Desirable

- Experience working in the EdTech industry.

Training / Qualifications	
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Desirable

- A degree or equivalent in Software Development or Data Analysis/Engineering subject or demonstrable experience of Data systems in a professional environment.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd/ Job Title:	Arweinydd Tîm Datblygu Meddalwedd/ Software Development Team Leader		
Cyflog/ Salary:	£45,264 - £49,143 y flwyddyn / per annum	Gradd/ Grade:	10
Gwyliau Blynnyddol/ Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd. Pro rata. 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays. Pro rata.		
Pensiwn/ Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:		Contract Type:	
<input checked="" type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos No of hrs per week Diwedd y Tymor End of Term Diwedd y Tymor End of Term Nifer yr oriau yr wythnos No of hrs per week	
Dull Ymgeisio:		Method of Application:	
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 23:59, Dydd Mercher 30 Ebrill 2025.</p> <p>Completed forms should be sent by email to hr@wjec.co.uk by 23:59, Wednesday 30 April 2025.</p>			