



JOB DESCRIPTION

DATE:	August 2026
POSITION:	CT CH Software Developer
BUSINESS UNIT:	Clinical Technologies
LOCATION:	Charnwood
REPORTING TO:	Technical Services Leader or Group Leader
RESPONSIBLE FOR (PEOPLE):	None

OVERALL ROLE OBJECTIVE:

1. The **Software Developer** is responsible for extending and customising the core application to meet the needs of a particular clinical trial. This includes performing:
 - a. Initial delivery at the start of the clinical trial.
 - b. Change requests in response to variations in the client's requirements whilst the clinical trial is running.
 - c. Maintenance tasks to ensure the system is performing accurately and efficiently.
2. The **Software Developer** works with other members of the Almac team to deliver technical products and services.
3. The **Software Developer** is assigned an internal levelling identifier (**Level I through Level III**) pursuant to their grasp of the appropriate job functions and skills, experience level and their breadth of responsibility

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1.) MEETS DEPARTMENT, COMPANY AND PROJECT GOALS BY ACCOMPLISHING THE FOLLOWING RESPONSIBILITIES:

- Perform development tasks related to initial delivery, change requests and on-going maintenance to ensure the system is meeting the needs of the clinical trials.
- The Developer will have the ability to code the system and or components with little or no assistance.
- Perform development of all study components according to development guidelines to relevant Almac coding standards.
- Be well versed in all system components (IXRS 3, ADO etc.), processes (SDLC, SOPs etc.) and tools and have a clear understanding of the role that each plays.
- Serve as a Subject Matter Expert (SME) for several system components, processes and tools; know who to escalate to when an expert is required in the other areas.
- Perform root-cause-analysis on system issues and inquiries (including but not limited to outages, client inquiries, unexpected system behaviour, performance problems, etc.)
- Open change requests (CR) and coordinate with resourcing and maintenance when resolution to an identified problems require extended remediation.
- Perform ad-hoc data extractions required for client support. If the duration/complexity of the task is determined to exceed agreed upon parameters Triage Developer to facilitate completion with appropriate study personnel.
- Use elevated permissions, if/when granted, to research and remediate problems on all hardware/software systems.
- Participate in and provide information during regulatory/client/internal audits on an as needed basis.
- Partner with NPS Application Support, Database Administrators (DBA), and Network and Infrastructure (NCT) for any issues that require system wide remediation.

- Support and maintain existing internal System Development toolset including internally built and commercial off the shelf (COTS) products.
- Design, develop, and support ad hoc tool set to perform tasks for the maintenance and maturity of the development platform on an as needed basis. Adhere to the existing Almac CT software development lifecycle (SDLC).
- Implement processes to reduce opportunities for single points of failure (SPOF). This includes documenting remediation process and mentoring team members.

2.) PERFORM OTHER RESPONSIBILITIES AS ASSIGNED BY MANAGEMENT

- Assists in other projects and capacities as requested.
- Assists other departments with tasks that are not listed in this job description.
- Is active as a Subject Matter Expert in one or more areas assigned or approved by Management.
- Actively promotes and adheres to departmental and company policies.
- Actively works on improving overall skills and abilities through Individual Performance Plan.
- Volunteers to take on additional task as workload permits.

3.) MAINTAINS PROFESSIONAL AND TECHNICAL KNOWLEDGE BY ATTENDING IN-HOUSE OR OUTSIDE PROFESSIONAL TRAINING, REVIEWING PROFESSIONAL PUBLICATIONS, AND BENCHMARKING STATE-OF-THE-ART PRACTICES.

4.) PROMOTES TEAMWORK BY:

- Meeting individual and company goals as established
- Adhering to company and department policies
- Partnering with staff where clinical/project management/functional expertise is needed

5.) MAINTAINS QUALITY SERVICE BY FOLLOWING ORGANIZATION SOPs, WI's AND STANDARDS

6.) MEETS DEPARTMENT COMMUNICATION STANDARDS BY:

- Communicating widely with all staff
- Maintaining good co-operative relationships with all departments and divisions throughout the Company

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the work place.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.

EMPLOYEE'S SIGNATURE:

PRINT NAME:

DATE:

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.



PERSON SPECIFICATION

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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	Degree (or equivalent) in Computer Science /Related Discipline OR equivalent experience.	-	Application Form and Documentary Evidence
EXPERIENCE	Basic experience or understanding of developing applications using the following: • Microsoft SQL Server • ASP.NET MVC • C# • Entity Framework • LINQ • Service Oriented Architecture (SOA) and a Service Bus technology	Basic understanding in developing applications that use automated unit testing or unit testing/mock testing frameworks OR have performed test driven development techniques and practices. Experience within the clinical technology, life sciences or software industries setting and understanding of use of IXRS in Clinical Trial. Basic understanding using Microsoft Azure Dev Ops (ADOS) or Team Foundation Server (TFS). Basic Understanding with any of the below: • Agile development methodologies, specifically SCRUM • Domain-driven design • Distributed event-driven design • NServiceBus and Microsoft Message Queue (MSMQ) • HTML, JavaScript, and JQuery	Application Form and Interview
KEY SKILLS	Effective Problem-Solving Ability Critical Thinking Skills		Technical Test and Interview

	Strong communication skills (written and verbal) Ability to operate independently as well as in a project team environment Good organizational skills Ability to work under tight timelines Ability to multi-task Knowledge of Microsoft Office Ability to learn and implement different technologies		
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ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines (SOPs). Proactively demonstrates a desire to enhance and develop their job knowledge.	Interview