



elmhurst  
energy

EXCELLENCE  
IN ENERGY  
ASSESSMENT

## RECRUITMENT SPECIFICATION

### Software Applications Analyst Level 4 Apprenticeship

Salary: £18,000 to £20,000  
Location: Lutterworth  
Hours: Monday to Friday, 9am to 5pm (37½ hours)  
Start date: **June/July 2022**

Government initiatives and developments around energy efficiency, as well our own ongoing success as the industry leaders in the building energy rating industry, means we are looking to grow the size of our Software Analysis team with a Level 4 Apprentice to be a part of our team and company's future success.

At Elmhurst Energy software is at the heart of what we do. Although not a software company, our expertise in IT applications is at the core of our business success, playing a key role in maintaining our position as the building energy rating industry leaders promoting the Elmhurst brand through the development of software. Demands from Government and other bodies ensure that we continue to improve the methodology on which applications are based which increases the degree of variation and complexity inherent in the process.

#### How will you help me with my training and development?

- You will receive external training provided through Digital Native UK for Level 4 Software Tester.
- You will receive internal training working closely with our team of five highly experienced software analysts.
- Typically, we will start you working within a project team, delivering new software products and developing existing products using Agile Methodology. This will give you exposure to all areas of the software life cycle.
- Typical products you will gain experience with are MS Azure DevOps for planning and delivery of software change, you will inspect data using MS SQL, test mobile apps via Sauce Labs and deploy software updates through Tortoise SVN
- Time will be given during your normal working week for study as required.
- You will receive regular one-to-ones with your line manager Matt Jones

#### What can I expect to do in the role?

As a Software Applications Analyst Apprentice, you will collaborate with programmers and stakeholders throughout the company to ensure on-time delivery of high-quality applications. Matt, Iain, Em, Tony and Mike make up our team of Software Analysts who are keen to share their knowledge with you so that you can be an integral part of the team as quickly as possible. Normal duties in the role of a software analyst include:

- Work with stakeholders to deliver quality product on time via Elmhurst's project delivery system
- Ensure that the changes to software products meet Elmhurst application standards and software strategies
- Develop and implement a System Test Programme to ensure the changes will not have an adverse effect on existing applications and systems
- Work with the product owners, to manage their User Acceptance Testing of the project changes
- Maintain a suite of Test environments to enable project delivery and testing functions

- Achieve approval and maintain compliance of Elmhurst product suite where required by government and other external bodies.
- Ensure Software deployments are delivered quickly and smoothly with limited downtime for our customers
- Provide excellent levels of software support to our customers, integrated partners and staff within their assigned Service Level agreements
- Develop and maintain great business relationships within the company and with our software integrated partners
- Critically evaluate the performance and functionality of existing applications and identify opportunities for improvement
- Ensure data stored in association with Elmhurst application suite is appropriate for the business needs, enabling effective reporting and adequate information to enable support thereof.

### **What experience and qualities will I need to be successful in this role?**

People are what make Elmhurst great. It's the drive and commitment of our people that creates our success. To fit in with this culture we are looking for people who

- 🌱 Have a 'Can-Do' attitude, willing to go the extra mile to provide a positive customer experience.
- 🌱 Are passionate about technology
- 🌱 Eagerness to learn new technologies and processes
- 🌱 Ability to build good working relationships

Key skills and attributes required are:

- 🌱 A proven interest in tech
- 🌱 Attention to detail
- 🌱 Analytical
- 🌱 Communication
- 🌱 Passion / Enthusiasm
- 🌱 Desire to learn and develop a career in testing and QA

Desired qualifications

- 🌱 Minimum: 7 GCSEs at grades A\*-C/9-4 (or equivalent) including maths and English Language
- 🌱 Desirable: 3 A Levels at grades A\*-C (or equivalent) in any subject but preferably one in a numerical or computing subject (e.g. maths, science, Computer Science etc.)
- 🌱 Applications will also be considered from graduates looking for an apprenticeship route to a tech career

### **Why would I want to join the Elmhurst team?**

You will be working with a great team in an environment where culture and employee engagement is an important part of who we are. In addition to job security in a growing industry we offer:

- 🌱 25 days paid holiday plus Bank Holidays
- 🌱 A flexi holiday programme with ability to increase holidays to 30 days
- 🌱 Full company/occupational sick pay
- 🌱 Death in service of 3 x salary
- 🌱 Employee welfare cash plan teamed with wellbeing support through an Employee Assistance Programme
- 🌱 'Perks at Work' membership for savings and discounts
- 🌱 Free private medical cover after 2 years' service
- 🌱 Elmhurst product & services discounts
- 🌱 Cycle to work scheme
- 🌱 Social and charity team organising a range of free fun events, Christmas party and fundraising events.

## **Application Process**

Applications are through Indeed and go direct to our training provider Digital Native UK. Search for Apprentice Software Tester.

<https://uk.indeed.com/job/apprentice-software-tester-software-applications-analyst-52217905e3792939>

You will be asked to answer the following question(s):

- Can you confirm that you can either commute to LE17 4HB from your current address or that you will be willing to relocate if you were successful? (This question must be answered or your application will not be considered)
- Why do you want to undertake a software tester apprenticeship? (This question must be answered or your application will not be considered)