



Job Description and Person Specification

Summary

Job title:	Senior Microsoft 365 (SharePoint) Developer
Area:	IT Services
Reference:	EHA2413-0126
Grade and Salary:	£35608 - £38784 per annum. Grade 7, Points 27 to 30
Contract Type:	Permanent
Hours:	Full Time (36.25 hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP
Accountable to:	Director of IT Services
Reporting to:	Associate Director IT Services – Web & Digital

About the Role

This is an essential role within the Web Services Division of IT Services department, the role of the Microsoft 365 Developer is to develop, maintain and administer the SharePoint environment for the new university intranet. You will also maximise the investment in Microsoft 365 by creating new and innovative solutions using the latest software and services to enable enhanced business productivity. This extends beyond SharePoint to include developing solutions across the Microsoft 365 platform such as Forms, Approvals, Bookings, Azure, Power Automate/Power Platform and the interaction between these tools.

In addition, you will utilise their frontend development expertise to deliver a more innovative, interactive and customised experience for all internal users. Using your experience of APIs to integrate Microsoft 365 tools with 3rd party platforms to maximise investment and minimise duplication of data and effort. To achieve this, you will work with colleagues from across the organisation and lead teams of more junior developers to work on larger projects.

An experienced and skilled developer, ideally with web development skills such as WordPress development, you will work on your own initiative and be responsible for developing projects from project plan stage to completion.

Excellent demonstrable implementation skills are required along with the ability to lead and manage a project team. You will have significant experience developing complex dynamic web solutions through the Microsoft 365 platform and managing these projects from conception to publication. To complement your skills, you will have strong project management and all-round communications skills along with a professional, pro-active and customer focused approach.

Duties and Responsibilities

1. Lead responsibility for the management and development of the university SharePoint environment.
2. To manage the activities of Web Services project teams.
3. To analyse requirements and develop project plans for Microsoft 365 projects as defined by the Associate Director IT Services.
4. To develop and implement frontend intranet sites, systems and services utilising technically complex solutions as required.
5. To maintain the visual identity of the University, exploiting the use of new technologies and innovative approaches where appropriate.
6. To champion the role of the internal user within the Web Services team to ensure excellent user experience for all users.
7. To consider, promote and implement accessibility in the context of web design and take a leading role in ensuring accessibility legislation compliance on internal systems, keeping pace with developments as necessary.
8. Research, investigation, evaluation and analysis of potential in-house and/or bespoke complementary technologies.
9. Presentation of project proposals and provision of technical training, user instructions and manuals, and training documentation.
10. Regular liaison with appropriate members of the University and, where required, with external service providers.
11. Production of appropriate documentation and reports, which can include management reports, technical specifications, design proposals, templates, etc.
12. Maintain an active interest in digital technologies, Microsoft 365 and initiatives in the world at large and their implications for Edge Hill in particular.
13. Engage in the digital community which may include attendance or presenting at conferences and user groups. Build relationships and contacts to facilitate future exchange of information.
14. To provide advice to the Head of Web Services to enable them to take a decision on resources, e.g. software provision.
15. Make collaborative decisions on projects through consultation with colleagues

and undertaking user testing and focus groups with stakeholders and end-users.

16. Receive information from and provide information to others to complete their planning.
17. Actively participate in weekly team meetings to prioritise and plan own workloads and that of the rest of the Web Services division.
18. Day to day support for the University user community, which may include requests from the IT Service Desk or requirements arising from major web design projects.
19. Gather analytics data and user research in order to improve the services offered by the team.
20. Where concerns are raised regarding the health and safety of others, the role holder is responsible for referring these onto the relevant manager
21. To ensure new members of the team are appropriately inducted.
22. To provide training and support to members of the team.
23. Identify areas where the team could develop further in order to better accomplish project objectives.
24. Any other duties deemed appropriate by the Associate Director IT Services – Web & Digital.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equality & Diversity and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Relevant undergraduate qualification	Essential	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Significant current work experience in the development of complex applications and solutions across the range of Microsoft 365 tools	Essential	Supporting Statement and Interview
Demonstrable experience of SharePoint administration and site development, including integration with other Microsoft 365 tools	Essential	Supporting Statement and Interview
Experience of project management	Essential	Supporting Statement and Interview
Demonstrate a knowledge and technical understanding of web design and development concepts	Essential	Supporting Statement and Interview
Experience of user testing	Desirable	Supporting Statement and Interview
Web development experience, ideally WordPress	Desirable	Supporting Statement and Interview
Knowledge of WCAG accessibility guidelines and their application in web design	Desirable	Supporting Statement and Interview
Experience of Power Automate and third party API integration with Microsoft 365	Desirable	Supporting Statement and Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Able to design and develop, manage and support innovative and technical complex web services, systems and solutions	Essential	Supporting Statement and Interview
Ability to analyse complex end-user / business requirements, add value, and produce technical specifications and design proposals	Essential	Supporting Statement and Interview
Ability to lead a project team, manage competing priorities and ensure successful delivery	Essential	Supporting Statement and Interview
Able to be operate flexibly and reliably, organise and prioritise work effectively, and deliver to defined timescales	Essential	Supporting Statement and Interview
Able to work effectively under pressure and demonstrate enthusiasm, energy and initiative	Essential	Supporting Statement and Interview
Excellent communication skills both oral and written	Essential	Supporting Statement and Interview
Able to demonstrate a positive approach to customer care	Essential	Supporting Statement and Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Michael Nolan, Associate Director Web & Digital at Michael.Nolan@edgehill.ac.uk

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the **"Apply Online"** button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the

form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.