



Job Description and Person Specification

Summary

Job title:	Microsoft 365 (SharePoint) Developer
Area:	Digital, Data and Technology
Reference:	EHA2442-0626
Grade and Salary:	Grade 5. Points 19-22. £28778 - £31236 per annum.
Contract Type:	Fixed Term for 12 Months – Maternity Cover
Hours:	Full Time (36.25 hours per week)
Location:	Campus based role. Hybrid with base at Ormskirk, Lancashire, L39 4QP
Accountable to:	Director of Digital, Data and Technology
Reporting to:	Associate Director Digital



About the Role

An essential role in the Web Services team within the Digital, Data and Technology service, the main role of the Microsoft 365 Developer is to develop, maintain and administer the SharePoint environment for the 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 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. You will use your experience of APIs to integrate Microsoft 365 tools with third party platforms to maximise investment and minimise duplication of data and effort. To achieve this, you will be able work with colleagues from across the organisation.

You will be an experienced and skilled developer, ideally with front-end web development experience, working on your own initiative and be responsible for developing small projects from project plan stage to completion.

You will have experience developing dynamic web solutions through the Microsoft 365 platform and managing these projects from conception to publication. To complement your skills, you will have strong all-round communications skills along with a professional, pro-active and customer focused approach.

Working arrangements: This role may be offered on a hybrid basis, with an expectation of attendance on site. Working patterns can be discussed and agreed with the recruiting manager upon appointment.

Duties and Responsibilities

1. Support the management and development of the university SharePoint environment.
2. To develop and implement frontend intranet sites, systems and services utilising technically complex solutions as required.
3. To maintain the visual identity of the University, exploiting the use of new technologies and innovative approaches where appropriate.
4. To champion the role of the internal user within the Web Services team to ensure excellent user experience for all users.

5. 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.
6. Research, investigation, evaluation and analysis of potential in-house and/or bespoke complementary technologies.
7. Regular liaison with appropriate members of the University and, where required, with external service providers.
8. Production of appropriate documentation and reports, which can include management reports, technical specifications, design proposals, templates, etc.
9. Maintain an active interest in digital technologies, Microsoft 365 and initiatives in the world at large and their implications for Edge Hill in particular.
10. 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.
11. To provide advice to the Head of Web Services to enable them to take a decision on resources, e.g. software provision.
12. Make collaborative decisions on projects through consultation with colleagues and undertaking user testing and focus groups with stakeholders and end-users.
13. Receive information from and provide information to others to complete their planning.
14. Actively participate in weekly team meetings to prioritise and plan own workloads and that of the rest of the Web Services team.
15. 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.
16. Gather analytics data and user research in order to improve the services offered by the team.
17. Where concerns are raised regarding the health and safety of others, the role holder is responsible for referring these onto the relevant manager
18. To provide support to members of the team.

19. Identify areas where the team could develop further in order to better accomplish project objectives.

20. Any other duties deemed appropriate by the Associate Director 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 Equity, Diversity & Inclusion 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 or equivalent experience	Essential	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Work experience in the development of applications and solutions across the range of Microsoft 365 tools	Essential	Application
Experience of SharePoint administration and site development, including integration with other Microsoft 365 tools	Essential	Application, Presentation and Statement
Experience of project management	Desirable	Interview
Demonstrate a knowledge of web design and development concepts	Desirable	Statement and Interview
Experience of user testing	Desirable	Interview
Knowledge of JavaScript, ideally including React	Desirable	Interview
Experience of using the SharePoint Framework to extend Microsoft 365 services	Desirable	Interview
Knowledge of WCAG accessibility guidelines and their application in web design	Desirable	Statement and Interview
Experience of Microsoft Power Apps and third-party API integration with Microsoft 365	Desirable	Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Able to develop, manage and support innovative web services and solutions	Essential	Application and Interview
Ability to analyse end-user / business requirements, add value, and produce technical specifications and proposals	Essential	Statement and Interview
Ability to manage competing priorities and ensure successful delivery	Essential	Application and Interview
Able to operate flexibly and reliably, organise and prioritise work effectively, and deliver to defined timescales	Essential	Statement and Interview
Able to work effectively under pressure and demonstrate enthusiasm, energy and initiative	Essential	Statement and Interview
Excellent communication skills both oral and written	Essential	Application, Presentation and Interview
Able to demonstrate a positive approach to customer care	Essential	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 Wai-Ha Sum, Senior Microsoft 365 (SharePoint) Developer at Wai-Ha.Sum@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.