



Job profile

SharePoint Developer

Grade I

Group: Corporate Resources

Service: IT Services

Location: Civic Centre

Line Manager: IT Services- Business Solutions Team Leader

Car User Status: Casual

Job Purpose

The post-holder will be responsible for developing and supporting the SharePoint, MS Teams and associated M365 product set. Working as part of the M365 delivery team, the role will be to liaise with customers to develop solutions taking ownership of the project from conception to successful delivery. The post-holder will also assist with the migration of existing SharePoint sites to the Council's SharePoint on-line tenant.

The key roles of this post will include:

1. Gather customer requirements and develop specifications
2. Develop and configure SharePoint on-line sites in line with customer requirements
3. Testing SharePoint solutions to ensure that customer requirements have been fulfilled and perform to specification
4. Maintain the existing and future SharePoint portfolio
5. Migrate existing SharePoint sites to SharePoint On-line
6. Provision sites and designs using PowerShell
7. Develop and maintain metadata and taxonomy
8. Build applications using Power Apps and Flow
9. Build integration with existing applications
10. Develop new components using C#, .Net, SQL and XML
11. Work with customers to deliver end user training
12. Maintain documentation and standards
13. Deliver projects using Agile techniques
14. Maintain project plans, monitoring progress and escalating any slippage or potential risks/exceptions
15. Research new developments in the M365 platform and help with the controlled introduction of these developments to the Gateshead environment
16. Such other responsibilities allocated that are appropriate to the grade of the post



Knowledge & Qualifications

Essential:

Knowledge

- Understanding of SharePoint architecture
- Understanding of SharePoint security architecture and how it integrates with Active Directory
- Installation and configuration of SharePoint environments
- Ability to develop and implement all necessary operational processes to ensure a functioning and secure SharePoint environment
- Creation and management of sites using templates
- Moving sites and lists within the environment
- Taxonomy and Metadata
- Policies and labelling

Experience

- At least two years' experience of working with Office 365 and SharePoint technologies
- At least two years' experience of designing, implementing, managing and documenting a production SharePoint environment
- Project and change management methodologies used to deliver projects within an IT related environment
- Stakeholder management
- Good organisational and communication skills
- Working as part of a team working and working on own initiative
- Windows Operating System
- Professional attitude

Qualifications

- 5 GCSE passes or equivalent and a minimum of two years' experience gained in a similar role, working with Office 365 and SharePoint technologies

Desirable:

Knowledge

- Gateshead Council IT Strategy and other relevant IT and corporate strategies, policies and initiatives
- Agile project management
- Workflow and Forms development



- Integration with packaged business solutions
- Monitor the overall system health
- Implementation of features and web parts
- Development of data views

Experience

- Experience of migrating on-premises SharePoint sites to SharePoint on-line
- Working in a records management environment
- Implementing SharePoint as an electronic document and records management system
- Using Powershell to provision SharePoint sites
- Using Power Apps and Flow
- SharePoint Designer
- Visual Studio and .NET application development (C#, VB)
- Json, JavaScript
- XML /XSLT
- ASP.NET development using Web Forms
- MVC, Classic ASP, CSS3 and HTML 5
- Database - SQL Server

Qualifications

- 2 A Level passes and/or a minimum of three years' experience of developing in Microsoft 365 and SharePoint technologies
- SharePoint online administration qualification



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences