

Job Description

Position:	SharePoint Developer
Faculty/Service/	Information Systems and Technology
Reference:	IST-091/P
Grade:	Grade 5
Status:	Permanent
Hours:	Full-Time (36.25 hours per week)
Responsible to:	Senior Team Leader - Digital Workplace

Main Function of the Role:

To create more effective support on-line systems for staff, students and partners, through the use of SharePoint, and associated products, creating new web approaches, workflows and content services as part of the new Digital Workplace Strategy.

Principal Duties and Responsibilities:

1. Lead on the design and development of SharePoint microsite to solve specific automations and workflows including use of appropriate development tools
2. Work with stakeholders to understand their processes and design workflows to meet their requirements
3. Maintain and update existing SharePoint sites
4. Assist with the development of the web portals and University MyBolton app
5. Assist the Senior Team Leader with Digital Workplace projects
6. To participate in University internal/external events deemed appropriate to the duties and take part in academic activities such as open days, clearing, enrolment awards ceremonies etc.
7. Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds
8. Ensure the confidentiality of information is maintained and adhered to in line with Data Protection requirements and in accordance with University and statutory policies and requirements.
9. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
10. Awareness of environmental sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

11. Able to demonstrate sensitivity in dealing with colleagues / partners and stakeholders from different cultural backgrounds.

Note:

This is a description of the role requirements, as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted jointly by the relevant manager in consultation with the role-holder.

Flexibly in working practises and hours are required for this role in order to support the needs of the service including evening and weekend working

Person Specification

Position: SharePoint Developer		Reference: IST-091/P	
Faculty/Service: Information Systems and Technology		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	GCSE Grade C or equivalent in English and Mathematics	1	Application Form/ Documentation
1 b)	Degree (or equivalent) in a relevant discipline or significant work experience in this area	1	Application Form/ Documentation
2 Skills / Knowledge			
2 a)	Understanding of web technologies in a corporate environment, including current approaches to content management, access and security.	1	Application Form/Interview
2 b)	Experience of web site development using appropriate technologies		Application Form Interview/Test
	a) HTML5	1	
	b) CSS,	1	
	c) Javascript,	1	
	d) JSON	1	
	e) React.JS	2	
	f) PHP	2	
2 c)	Good knowledge of Intranet technologies including:		Application Form Interview/Test
	a) SharePoint	1	
	b) Content management systems	2	
	c) Mobile first approaches	1	
2 d)	Strong user interface and design skills. Ability to manipulate images for the web	1	Portfolio of example work
2 e)	Able to analyse and document process, generating algorithms for coding	1	Portfolio of example work
2 f)	Excellent oral and written communication skills including the ability to produce system specifications and support documentation	1	Application Form Interview
2 g)	Able to prepare training materials in a variety of mediums and to deliver formal structured training sessions to groups/individuals as required	1	Application Form Interview
3 Experience			
3 b)	Experience of SharePoint and content management systems administration	2	Application Form Interview
3 b)	Experience of working in a customer focussed environment	1	Application Form Interview
3 c)	Experience of delivering effective formal group training and training materials	2	Application Form Interview

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Criteria		Reference:	
		Priority (1/2)	Method of Assessment
4	Personal Qualities		
4 a)	Enthusiasm and Interest in SharePoint and willingness to learn and develop necessary skills with support		
4 b)	An enthusiastic, highly professional and positive attitude towards work and to providing high quality customer service	1	Interview
4 c)	Able to influence and gain the support of the team members to achieve goals and targets	1	Interview
4 d)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 e)	Flexibility in working practices to accommodate the needs of the service e.g. prepared to work occasional evenings or weekends as required	1	Interview
4 f)	Able to work on multiple tasks concurrently	1	Interview
4 f)	Able to respond positively to new situations and changes, adapting working methods and approaches accordingly	1	Interview
4 g)	Able to set goals and prioritise own work and check own progress against these and other targets	1	Interview
4 h)	Commitment to continuous improvement and creative ways of working	1	Interview
5	Other		
5 a)	Able to undertake staff development, which may take place outside the University	1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 c)	Awareness of the principles of the Data Protection Act/ Freedom of Information Act, Health and Safety, Prevent, the Bribery Act and UKVI	1	Interview
5 d)	Available to work flexibly and remotely and travel as appropriate in order to meet the needs of the service.	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required