|  |  |  |  |
| --- | --- | --- | --- |
| **Role title:** | SharePoint Developer | **Responsible to:** | Development Manager |
| **Division:** | Digital and Change | **Department:** | Applications Delivery |
| **Direct Reports and Level:** | No direct reports | **Scope:** | Software Delivery - Global |
| **Scale:** | 0 People0 Budget0 income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement 2 | **Role Family** | Group Corporate Functions |

|  |
| --- |
| **Overall Role Purpose** |
| The purpose of the role is to create, configure and manage SharePoint websites using web UI or SharePoint Designer and developing code for SharePoint. The role holder will be responsible for developing applications and leveraging the “out-of-the-box” capabilities of Microsoft SharePoint to support business process management, collaboration, business intelligence and enterprise content management.  |
| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational** * Contribute to the development and delivery of the Digital and Change divisional strategy and the Applications Delivery departmental strategy to plan, cost and quality
* Contribute to delivering value from MS SharePoint to solve business problems, driving collaboration
* Contribute to the ever-growing automation of the organisation by levering the capability of SharePoint workflow
* Ensure current and future SharePoint implementations are following best practice
* Support the continual service improvement plan for the department through regular retrospectives
 | * Corporate Strategic priorities Vs plan
* Stakeholder feedback
* Deliverables Vs plan
* Divisional Strategic priorities Vs plan
* Departmental Strategic priorities vs plan
 |
| **Financial*** Support Digital and Change leaders to set and deliver the budget ensuring an efficient and effective software delivery operating model which minimises cost and maximises financial sustainability.
 | * Departmental operational budget Vs Plan
 |
| **Member*** Monitor and provide robust challenge of emerging risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group, its operation or financial security
* Provide support to the D&C division to ensure fair treatment and outcomes for colleagues and the organisation ensuring compliance with associated policies.
* Seek opportunities to continuously improve ways of working and contribute to team, department and divisional continuous improvement projects aimed to drive operational efficiency, deliver on KPIs, SLA’s, financial targets and great member experience and outcome.
 | * Net promoter score
* Member satisfaction survey results vs plan
 |
| **People**  * Take accountability for own CPD, training, competence, performance and engagement of self and colleagues, ensuring clarity on own accountabilities and comply with all law, governance, policy standards and processes.
* Develop colleague understanding of relevant processes and policies through on-going dialogue with colleagues and through periodic workshops.
* Maintain a strong culture of compliance across all relevant divisional and departmental processes, challenging if required to ensure processes are followed across the business
 | * Compliance with Training and Competence Schemes
* Delivery of Personal Development Plan to plan
* One to one / performance review meetings Vs Plan
* Stakeholder feedback
 |
| **Risk*** Contribute to an environment where all colleagues in D&C recognise the importance of adherence to policies and procedures, risk identification and management
* Identify and report risks and issues identified within D&C and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues.
* Adhere to business processes and controls which are in place to manage the Department within risk appetite; comply with policies and regulatory requirements (as applicable)
* Comply with applicable professional ethical guidance, external regulation and all relevant internal policy and procedures, including those relating to health and safety, data protection and IT security.
* Provide effective governance of software delivery risk and issue management to ensure that risks to delivery and benefit realisation are understood and mitigated or accepted
 | * Programme and Project Risk management plans (RAID)
* Compliance with organisational Risk & Control policies and processes
* Audit Actions completed in line with agreed management response
* Risk & Control Self- Assessments
 |
| **Responsibilities (RACI)** |
| * Act as an advocate for Digital and Change, finding opportunities to utilise Microsoft SharePoint to the benefit of MPS
* To work alongside 3rd Party providers to continually improve existing systems and support for implementing new technology.
* Deliver all activities and initiatives in line with the software delivery strategy. Maintaining those principles, policies, procedures, and controls needed to deliver the best outcomes.
* Build productive relationships across the organisation, identifying and developing engagement opportunities with key stakeholders to ensure deliverables are understood and accepted by business stakeholders
* Provide relevant information and guidance to management to help make decisions and recommendations regarding findings/observations and act as an escalation point for team members
* Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role.
 |

|  |
| --- |
| **Key Governance Responsibilities** |
| * Stakeholder Management
 |

|  |  |
| --- | --- |
| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Self  |
| Building Capability in Self and Others | Leading Self |
| Influencing Others | Leading Self |
| Collaborating for Results | Leading Others |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking  | Leading Self |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Educated to degree standard and/or hold relevant professional qualifications
* Detailed knowledge of full end to end software development lifecycle (SDLC)
* Deep knowledge of Microsoft SharePoint
 | * Clear, effective and influential communication skills, both verbal and written
* A ‘can do’ attitude, with a commitment to quality in all aspects of work.
* Innovative, flexible self-starter with excellent analytical skills
* A passion for keeping pace with the latest innovations within MS SharePoint
* Skilled facilitator
* Courage to challenge
* Ability to create a culture of learning and transparency
* Proactive personality and able to work autonomously
* the ability to remove blockers
* Excellent organisational and planning skills, with an ability to priorities key tasks and strong focus on delivering them
 | * Experience in programming in C#, ASP.NET, T-SQL
* Experience with SharePoint Designer, InfoPath, Web Parts and workflow creation
* Experience using jQuery, Client Object Model and Service Orientated Architecture
* At least 3 years of experience supporting SharePoint 2016 and above
 |
| **Desirable** | * SharePoint certification
* Exposure to Microsoft DevOps
 | * Working alongside remote teams
 | * Experience in supporting SharePoint Online implementations
* SharePoint migrations to more recent versions
 |