

## Job Description

<b>Job Title</b>	M365 Lead Developer
<b>Directorate</b>	Strategy and Change
<b>Service Area</b>	ICT
<b>Grade</b>	9
<b>Competency Level</b>	2
<b>Salary</b>	£51,356 - £56,673
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	not required
<b>Job Evaluation Ref No</b>	

## Job Purpose

the M365 Lead Developer will be responsible for providing technical leadership, guidance, and hands-on expertise in architecting and delivering M365 solutions that meet business objectives and drive innovation. Collaborating closely with stakeholders, project managers, and other IT teams to ensure successful project delivery and alignment with the Digital and IT strategy and Liverpool City Council's goals.

## Directly Responsible For:

M365 Developers, M365 Junior developer

## Directly Responsible To:

Head of Strategy and Design

## Main Areas of Responsibility:

- Lead the design, development, and implementation of complex M365 solutions, including customisation and integration with other systems
- Provide technical leadership and mentorship to a team of M365 developers, fostering a culture of collaboration, innovation, and continuous improvement
- Architect scalable and maintainable M365 solutions that adhere to best practices, security standards, and governance policies
- Collaborate with business stakeholders to understand requirements, define solution architectures, and provide recommendations for M365 platform adoption
- Review and evaluate existing M365 implementations, identifying opportunities for optimisation, enhancement, and standardisation
- Stay abreast of emerging M365 technologies, tools, and trends, and assess their potential impact on our organisation's digital transformation strategy
- Serve as a subject matter expert on M365 development, providing technical guidance, training, and support to internal teams and external partners
- Partner with project managers and IT leadership to prioritise initiatives, allocate resources, and ensure timely and successful project delivery
- Drive the adoption of M365 development best practices, coding standards, and methodologies across the organisation
- Collaborate with cross-functional teams to troubleshoot issues, perform root cause analysis, and implement effective solutions

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Manages performance and behavioural issues effectively

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation.

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- prolonged periods of computer activity

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Degree or equivalent ICT qualification (A)
- Experience as a software developer, with significant experience in M365 development. (A I)
- Proven track record of leading M365 development projects from inception to delivery, including architecture design, development, and deployment. (A I)

### Desirable

- Strong technical proficiency in M365 platform components, including SharePoint Online, Microsoft Teams, Power Platform, and Microsoft Graph API
- Experience with modern M365 development frameworks and tools such as SharePoint Framework (SPFx), Microsoft Graph Toolkit, and Power Platform CLI
- Hands-on experience with Azure services, Azure Active Directory, OAuth authentication, and Azure DevOps
- Solid understanding of software development lifecycle (SDLC) methodologies and Agile practices

## Experience

### Essential

- Results-oriented with a track record of delivering high-quality solutions on time and within budget (A I)
- Track record of planning and delivering successful projects and initiatives, including project management and third-party management (A I)
- Experience of developing and implementing technical strategies, guidelines, and standards (A I)
- Ability to produce Technical Implementation documentation as required (A I)

### Desirable

- Ability to adapt to changing priorities, manage multiple initiatives simultaneously, and thrive in a fast-paced environment

## Skills/Abilities

### Essential

- Exceptional leadership skills with the ability to inspire, motivate, and develop a high-performing team (A I)
- Strategic thinker with a focus on aligning technical solutions with business objectives and driving innovation (A I)
- Collaborative mindset with a commitment to building strong relationships and fostering a culture of teamwork and knowledge sharing (A I)
- Ability to thrive in a fast-paced and dynamic environment, with a passion for continuous learning and improvement (A I)

## Desirable

- Problem-solving: Strong analytical and problem-solving skills with a focus on finding creative solutions. initiating and developing new ideas that add value to the business
- Excellent communication skills with the ability to articulate technical concepts to both technical and non-technical audiences
- Customer-focused with a commitment to delivering exceptional user experiences and driving business value
- Adaptable and resilient with the ability to navigate ambiguity and lead teams through change
- Creative problem-solver with a knack for finding innovative solutions to complex technical challenges
- Ability to analyse information, think creatively and to advise on new solutions

## Commitment

### Essential

- Integrity and professionalism, with a commitment to upholding ethical standards and fostering a culture of trust and respect (I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council



## Other

### Essential

- Proactive attitude with an understanding that a flexible approach may be required to ensure business needs are met (A)
- To provide office cover as required (A I)

### Desirable

- Commitment to creating an attendance culture in line with the City Council's stated policy on attendance
- Commitment to providing a service that is considerate to all users