

## Job Description

<b>Job Title</b>	M365 Developer
<b>Directorate</b>	Strategy and Change
<b>Service Area</b>	ICT & Digital
<b>Grade</b>	8
<b>Competency Level</b>	2
<b>Salary</b>	£46,142 to £51,356
<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

As an M365 Developer, you will be responsible for designing, developing, implementing, and maintaining solutions within the Microsoft 365 ecosystem. You will collaborate closely with cross-functional teams to understand business requirements and translate them into effective and scalable solutions leveraging the M365 platform.

## Directly Responsible For:

Junior developer

## Directly Responsible To:

Lead Developer

## Main Areas of Responsibility:

- Application Development: Creating custom applications, add-ins, and extensions using Microsoft 365 development platforms
- Develop and customise solutions using Microsoft 365 technologies such as SharePoint Online, Power Platform (Power Apps, Power Automate, Power BI), Microsoft Teams, and Azure Active Directory
- Collaborate with business stakeholders to gather requirements, analyse processes, and design solutions that align with organisational goals
- Design and implement SharePoint sites, lists, libraries, workflows, and custom web parts to support business processes
- Develop Power Apps canvas and model-driven apps to streamline business processes and enhance productivity
- Automate workflows and business processes using Power Automate (formerly Microsoft Flow)
- Create reports and dashboards using Power BI to provide actionable insights and data visualisation
- Integrate M365 applications with other systems and services using APIs and connectors
- Provide technical support, troubleshooting, and resolution for M365-related issues
- Stay updated on new features, updates, and best practices within the M365 ecosystem

- Collaborate with IT teams to ensure security, compliance, and governance requirements are met in M365 development activities
- Migrating Legacy systems to M365 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

## **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 access to computers

## 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

- Strong knowledge of Power Platform, including Power Apps, Power Automate, and Power BI. (A I)

### Desirable

- Microsoft certifications such as Microsoft Certified: Power Platform Developer Associate or Microsoft Certified: Teams Developer Associate

## Experience

### Essential

- Proven experience in developing solutions using Microsoft 365 technologies (A I)
- Commitment to maintaining security, compliance, and governance standards in M365 development activities (A I)
- Ability to translate business requirements into technical solutions leveraging M365 capabilities (A I)
- Excellent problem-solving skills and attention to detail (A I)

## Desirable

- Proficiency in SharePoint Online development, including SharePoint Framework (SPFx) and SharePoint Designer
- Effective communication skills with the ability to collaborate across teams and articulate technical concepts to non-technical stakeholders
- Self-motivated with the ability to work independently and in a team-oriented environment
- Adaptability and willingness to learn new technologies and frameworks

## Skills/Abilities

### Essential

- Willingness to embrace change, learn new technologies, and continuously improve (A I)
- Adaptability and flexibility to navigate evolving project requirements and technology landscapes (A I)
- Strong sense of ownership and accountability for delivering high-quality solutions on time and within scope (A I)
- Collaborative mindset with a willingness to share knowledge and support team members (A)
- Customer-focused approach with a commitment to delivering solutions that meet or exceed user expectations (A)

### Desirable

- Problem-solving: Strong analytical and problem-solving skills with a focus on finding creative solutions

- Communication: Excellent verbal and written communication skills, with the ability to effectively communicate with technical and non-technical stakeholders
- Team Player: Collaborative mindset with a willingness to work closely with diverse teams and stakeholders to achieve common goals

## Commitment

### Essential

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