**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the RVC in consultation with the postholder.

|  |  |
| --- | --- |
| **Job Title:** SharePoint Developer | **Job ref no:** ISD-0202-25 |
| **Grade:** 6 | **Department:** PSD (Business Improvement Unit) |
| **Accountable to:** Solutions Architect | **Responsible for:** N/A |

|  |
| --- |
| **Job summary:** Working with colleagues across IT, Business Improvement teams and other departments to design, develop and maintain SharePoint solutions that enhance collaboration and improve business workflows. The role holder will work with RVC’s Business and Solutions Architects, Business Analysts and IT Infrastructure Manager to create SharePoint sites that will be used to store and manage documents and digital content from across the RVC. |

|  |
| --- |
| **Competency:** Communication  **Key tasks:**   * Communicate with stakeholders and provide advice on best practice on the use of SharePoint for document management, * Communicate with stakeholders and clients as appropriate over document storage and maintenance. * Communicate with technical colleagues on software designs, development, deployment and administration of SharePoint solutions. |
| **Competency:** Teamwork and Motivation  **Key tasks:**   * Become the RVC’s SME on SharePoint and SharePoint development. * Work closely with BIU and IT colleagues and other colleagues to build SharePoint sites and integrations that will improve the way documents are managed at the RVC. * Review the existing approach to managing documents with stakeholders and propose new solutions and workflows such as incorporating digital signatures and approvals. * Propose, develop and manage the implementation of suitable services and features available in SharePoint, subject to approval * Work closely with Governance and Cyber Security colleagues to assist in the deployment of data classification, categorisation and retention policies using SharePoint as a document management system. |
| **Competency:** Liaison and Networking  **Key tasks:**   * Build good working relationships with internal technical and non-technical teams across the RVC. * Document stakeholder’s requirements and identify processes that can be automated via workflows and Power Automate. |
| **Competency:** Service Delivery  **Key tasks:**   * Work with the SharePoint administrator maintain existing Sites. * Design and develop new SharePoint sites across the RVC. |
| **Competency:** Decision Making  **Key tasks:**   * Assist decisions on technology and design used for software development projects * Provide advice on SharePoint and where it can be used to assist with document management. |
| **Competency:** Planning and organizing resources  **Key tasks:**   * Work with the Solutions Architect, other teams and stakeholders to plan for new sites. * Work with colleagues across the RVC to understand document management lifecycles, and plan how documents are reviewed, updated, retained or retired. |
| **Competency:** Initiative and problem solving  **Key tasks:**   * Ensure that operational processes and facilities relating to SharePoint are documented, maintained and reviewed regularly to maintain their effectiveness and efficiency * Identify areas of the RVC business activity that would benefit from SharePoint. |
| **Competency:** Investigation, Analysis and Research  **Key tasks:**   * Investigate and resolve incidents and problems relating to SharePoint sites in accordance with agreed SLA targets working with the Service Desk * Research current and upcoming technology trends to understand if they would benefit the RVC * Investigate and analyse requirements to advise and implement the correct design and solution |
| **Competency:** Knowledge and Experience  **Key tasks:** Include:   * Provide knowledge and support on various technology, tools and processes * Knowledge and experience of using project management and IT service management tools. |
| Flexibility: To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above and occasionally work outside normal core hours. |