

**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | SharePoint Developer | **Job ref no:** | ISD-0202-25 |
| **Grade:** | 6 | **Department:** | PSD (BIU) |
| **Accountable to:** | Solutions Architect | **Responsible for:** | N/A |
| **PS created by/ or reviewed by:** | Keith Marsh | **Date PS created/ reviewed:** | August 2025 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| **Education** | Degree level qualification or equivalent in a relevant subject or demonstrable on the job professional development experience. | Postgraduate qualification in a relevant subject  Power Platform and SharePoint certifications, Azure certifications |
| **Experience** | Extensive experience of SharePoint development.  Extensive experience of SharePoint, SharePoint site management and administration.  Experience of Power Platform development, including Power Automate.  Significant experience in developing and implementing complex solutions in SharePoint and a track record of successful implementations and migrations. | Experience in developing corporate SharePoint sites in a large organisation.  Experience in working with corporate users and systems  Experience of working in HE  Azure and Logic App Experience. |
| **Analysis** | Ability to document and review problems with users and offer workable solutions.  Ability to work through complex problems and identify workable solutions. | Familiarization with Business Analysis techniques and approaches. |
| **Knowledge** | Excellent SharePoint and SharePoint workflow knowledge.  Understanding Power platform and SharePoint development.  SharePoint administration.  An understanding of the principles of databases and their design and structures.  Understanding of industry best practice (SharePoint). | Azure and Azure integration services.  (Azure logic Apps)  Visual Studio, C#, HTML  JavaScript, Frameworks React,  Good understanding of SOA Architecture  Understanding of RESTful API’s and authentication.  Experience in SharePoint SPFx Framework and Webpart development.  Azure Cloud.  PowerShell. |
| **Planning and Organisation** | Ability to manage own workload, prioritising effectively, meet challenging project timelines and goals. | Project management skills. |
| **Service Delivery** | Working collaboratively, ability to develop and implement business processes and systems usage.  Experience of managing and maintaining  Systems.  Excellent knowledge of SharePoint and document management. | ITIL foundation certification. |
| **Communication** | Experience of liaising effectively through written and verbal communication with people at all levels, both within and outside of the organisation.  The ability to relate effectively to people in a variety of different scenarios.  The ability to sell ideas or benefits and build persuasive arguments based on data, logic, and objective merits of solutions.  Negotiation and influencing skills.  Experience in working with both end users and technical staff from IT. | Ability to present ideas and data in workshops and meetings. |
| **Initiative and Problem Solving** | Experience of working independently and as part of a small team.    Ability to manage complex and competing requirements.  Demonstrable appetite for professional development. | Ability to assess risk in relation to systems use and business process. |