



Power Platform Developer

Job Description and Person Specification

Directorate:	Transformation and Change	Service:	ICT			
Responsible to:	ICT Service Delivery Manager	Responsible for:	N/A			
Grade:	9					
Location:	Civic Centre/ Hybrid					
Job Purpose:						
To develop low code solutions based upon Power Platform and deliver enterprise level applications to meet business needs.						
Liaise with internal stakeholders to identify opportunities for the utilisation of Power Platform and Microsoft 365 across the organisation.						
Plan and manage development projects to ensure solutions meet requirements as expected and are delivered in a timely manner and within budget.						
Troubleshoot and debug issues related to Power Platform solutions.						
Document processes and solutions to support troubleshooting and future development.						
Support users in the adoption of new solutions and liaise with internal training officers to support delivery of internal training.						
Identify and implement improvements to existing working processes through integration with Microsoft 365 and Power Platform, utilising automation and integrations to streamline operations.						
Organise data into appropriate structures utilising technologies such as Microsoft SharePoint and Dataverse to ensure consistent and accurate utilisation of data across the organisation.						
Ensure data integrity and security are maintained throughout the development, and in the final implementation of Power Platform solutions and connected services.						

To provide improved visibility of council data using Power BI reporting or other suitable methods, giving clear and accurate representation of data to meet the needs of the council.

To support internal stakeholders in the adoption of Microsoft 365 technologies and Power Platform solutions.

Key Tasks & Responsibilities:

- The creation and maintenance of automation workflows to improve efficiency and minimise human error.
- To maintain documentation of projects and update the internal ICT Knowledge Base accordingly.
- To work closely with other ICT members to share knowledge and ensure standard working practises are maintained.
- To design and develop custom applications for desktop and mobile platforms using Microsoft Power Apps.
- Automate business processes and workflows using Power Automate or other suitable technologies.
- To create interactive and visually appealing reports and dashboards using Power BI.
- To develop and deploy chatbots using Power Virtual Agents.
- Collaborate with business stakeholders to understand their requirements and translate them into technical solutions.
- To develop and implement testing routines and review feedback from stakeholders to resolve issues and ensure solutions meet organisational requirements.
- Integrate Power Platform solutions with other Microsoft services and third-party systems.
- Provide ongoing support and maintenance for existing Power Platform solutions.
- Stay updated with the latest features and updates in the Power Platform and continuously improve existing solutions, including developments in the AI space.
- Ensure that all development meets legislation and compliance requirements, and that data governance and internal policies are adhered to.
- Create documentation to ensure successful user adoption and knowledge transfer.
- Track development of projects through use of an industry standard platform such as Github to ensure accurate change control management records are maintained.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Educated to minimum of HNC or have significant experience in an equivalent role	Essential	Application/Interview
Relevant and up-to-date Microsoft Certification or a willingness to undertake and achieve certification	Essential	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Confidence in the use of Microsoft 365 technologies and Microsoft Azure	Essential	Application/Interview
Ability to efficiently develop and troubleshoot solutions within Microsoft Power Platform	Essential	Application/Interview
Understanding of complex data sets and relationships	Essential	Application/Interview
Produce thorough and concise documentation	Essential	Application/Interview

Excellent understanding of ICT related technologies, ideally Microsoft related	Essential	Application/Interview
Excellent interpersonal and communication skills	Essential	Application/Interview
Microsoft SQL or other structured language model knowledge	Desirable	Application/Interview
Knowledge of other programming languages or development environments would be advantageous e.g. PHP MySQL Python C# Java Javascript	Desirable	Application/Interview
Proven ability to work efficiently and accurately with large data sets/ databases	Essential	Application/Interview
Proven ability to communicate and support others in the use of applications at all levels and abilities	Essential	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Previous experience working in a similar role	Essential	Application/Interview
Experience developing solutions in the Power Platform environment	Essential	Application/Interview
Experience of working across an organisation implementing ICT solutions that meet business needs	Essential	Application/Interview
Experience of working with third party providers to find solutions to technical issues, for example Microsoft	Essential	Application/Interview
Experience of working on projects with strict deadlines	Essential	Application/Interview
Experience of developing for mobile platforms within Power Platform.	Essential	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.

Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: Lee Brophy

Date: July 2024

Post Holder Signature:

Date: