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SPS

SCOTTISH PRISON SERVICE

APPLICANT PACK

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose	
The Scottish Prison Service (SPS) intends to migrate its current SharePoint on-premises document storage into the cloud. SPS requires an experienced expert Microsoft 365 SharePoint Developer to assist with developing a user centred Microsoft 365 information platform and a SharePoint online records management system. The Microsoft 365 SharePoint Developer will develop a range of Microsoft 365 and SharePoint sites, electronic applications and workflows to suit business needs and replace current paper and electronic processes.	
Key Responsibilities	
1	Provide expert support to develop a user centred information platform that integrates Microsoft 365, Microsoft Teams, SharePoint online, One Drive, Outlook and other apps.
2	Develop SharePoint online sites, content types, content management policies and search engine to provide users with a fully functioning document and records management system.
3	Develop applications and workflows to improve or replace current electronic, InfoPath and paper processes to meet business needs.
4	Develop software solutions to meet business needs including coding, programming, testing and debugging
5	Act as a Microsoft 365/SharePoint subject matter expert, providing advice and solutions to resolve users' problems and improve users' experience of Microsoft 365 and SharePoint.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
Qualifications		
Bachelor's Degree in Computer Science or equivalent	**DESIRABLE**	Application
Hold or are working towards a Microsoft Certified Solutions Expert (MCSE)	**DESIRABLE**	Application
Experience		
Experience of configuring Microsoft 365, SharePoint online and One Drive to meet user and business needs	**ESSENTIAL**	Application/Interview
Experience of developing SharePoint online sites, content types, content management policies and search engines	**ESSENTIAL**	Application/Interview
Experience of developing applications and workflows using Power Apps to meet business needs	**ESSENTIAL**	Application/Interview
Knowledge & Skills		
Knowledge and skills in working with Microsoft 365 and other Microsoft online products (Microsoft Teams, One Drive, Power Apps)	**ESSENTIAL**	Application/Interview
Knowledge and skills in using programming languages (C#, .NET, JavaScript, HTML, SQL, PowerShell)	**ESSENTIAL**	Application/Interview
Knowledge and skills in working in SharePoint 2013 on-premise and SharePoint online and the transformation from one to the other	**ESSENTIAL**	Application/Interview

Excellent communication and interpersonal skills, with an ability to communicate and build effective relationships both verbally and in writing.	**ESSENTIAL**	Application/Interview

Selection Process Key Dates

Vacancy Closes for Applications	10 November 2020	**Time**	23:55
Written Exercise	TBC		
Interview Date*	TBC		

*please note interview dates are subject to change.

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Angela Fletcher** by email at: **Angela.Fletcher@sps.ppn.gov.uk** or by telephone on: **0131 330 3836** to allow reasonable adjustments to be made to assist you.