

Job Title **SharePoint Migration Analyst**
Salary **£36,500 – 42,932, Fixed Term until March 2018 with a possibility of extension**

The Parliamentary Digital Service (PDS) works with the [House of Commons](#), the [House of Lords](#), and Parliament staff on their IT and digital needs.

We think it's important that everyone can access and understand what's going on in Parliament. Our goal is to bring together the public, Parliament Members, and Parliamentary staff to inform, engage, support, and communicate through one, unified digital core – PDS.

THE ROLE

The Office 365 Programme at Parliament is rolling out SharePoint Online Sites to all users across Parliament, and migrating documents from various source locations to these new Sites. As part of the Digital Collaboration team supporting the Programme, you will play a vital role in the initial build and configuration of these Sites

YOUR SKILLS AND EXPERIENCES

We are currently looking for candidates who have:

- Proven experience in configuring and operating the Office 365 collaboration suite, primarily SharePoint Online.
- Knowledge and understanding of Microsoft's Office 365 release methodology and published roadmap.
- Ability to analyse requirements and business processes and then apply findings to the design of solutions.
- Experience of training end users on the use of SharePoint and other Office 365 products.
- A systematic and analytical approach to problem solving with the ability to communicate technical information to both technical and non-technical audiences

BENEFITS

In addition to a good salary package, we offer an attractive range of benefits including 28 days' annual leave, interest free season ticket loan and bicycle loan, childcare voucher scheme, access to training and development, in house gym and a contributory pension scheme.

EQUALITY

We are committed to being an inclusive employer. We encourage flexible ways of working and staff have access to Workplace Equality Networks.

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Please let us know if you require any recruitment documentation in other formats or if you require reasonable adjustments to be made during the recruitment process.

HOW TO APPLY

PLEASE ENSURE THAT YOU SUBMIT A CV AND A SUPPORTING STATEMENT. Your supporting statement should demonstrate broadly how you meet the criteria in the job description for the relevant job that you wish to apply for and must specifically address the 4 areas listed above. Your CV will not be considered if a supporting statement is not attached. If you have further questions, please contact ParliamentaryDigitalService@TMPW.co.uk

We're an open, transparent and collaborative team at the heart of Westminster. If you'd like to join us in developing a modern digital democracy, find out more [here](#).