



Campaign number

TMP098

Closing date

17 April

Job Description and Person Specification

This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

Job title*

SharePoint Migration Analyst

Band

B1

Number of posts

3

Directorate

Technology

Contract type

Fixed Term

Duration if fixed term

Until March 2018

Management responsibility

None

Reports to

Head of Digital Collaboration

Standard duties

To be added by recruiting manager

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, the SharePoint Migration Analysts play a vital role in the initial build and configuration of these Sites. The SharePoint Migration Analysts will:

- Work with the IRMS team to plan and document the appropriate mapping of data from legacy solutions into SharePoint Online Sites.
- Translate the mapping design into SharePoint libraries, folders, content types, columns, managed metadata.
- Investigates and resolves requests for support by means of, for example: making global platform configuration modifications, developing work-around enhancements, changing operating procedures, providing guidance through explanation and documentation, or escalating requests to other Technology staff or suppliers.
- Ensures all work is carried out and documented in accordance with required standards, methods and procedures; and ensures that documentation is available and accessible to all who need to use it.
- Provides excellent customer service by monitoring the progress of requests for support, ensuring all stakeholders are kept informed and that customer expectations are



managed.

- Assists the Head of Digital Collaboration to seek continual improvement in how Parliament uses the Office 365 collaboration suite of products, and keeps up to date on the Office 365 roadmap to understand all new features and functionality being made available.

The duties above are not intended to be an exhaustive list. The job description may be reviewed periodically in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

Key internal relationships

Please list the key internal contacts with whom this post will need to work with e.g. Members, departments and specific posts.

- End User Computing team
- Office 365 Programme Team
- Business representatives from departments in both Houses and the Digital Service
- Operational support teams and managers
- Members of both HOL and HOC.

Key external relationships

Please list the key external contacts with whom this post will need to work with e.g. the public, government departments, suppliers.

- External Suppliers,
- External partners and other public sector organisations

Person Specification

Standard skills and knowledge required

- Proven ability to form effective working relationships with key customers, stakeholders and colleagues within a complex management structure
- Excellent oral communication and interpersonal skills with proven ability to explain technical issues to non-technical people
- Demonstrates good planning and organisational skills to prioritise to meet deadlines and cope with fluctuations in workload
- Effective team working skills to ensure constructive use of everyone's skills and experience within the team
- A systematic and analytical approach to problem solving with the ability to communicate technical information to both technical and non-technical audiences.
- Demonstrates an ability to develop, implement and improve processes

Specific skills and knowledge required

To be added by the recruiting manager.

Ability to provide evidence of the following with examples:



- 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.

Desirable

- Understanding and experience of:
 - PowerShell
 - Dynamics 365
 - Azure
 - InfoPath
 - Workflow

Additional information regarding the post

Location

The post is located in 7 Millbank.

Hours (Full-time)

Bands A – E Positions

Hours

Net conditioned full-time working hours for staff of the Digital Service are usually 36 per week. This excludes daily meal breaks of one hour.

The hours of attendance for this post are **36 net** per week. The exact daily times of attendance will be agreed with line management.

Salary and Benefits

Starting salary of between £36,500 and £42,932 (depending on experience)

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



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

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.

For further information

Internal candidates should refer to the General Recruitment Information on the Employment intranet pages (select Careers & Development).

Those candidates who are shortlisted will be given details of any tests / assessments which will take place as part of the selection process.