

SharePoint & Power Platform Engineer

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

SharePoint & Power Platform Engineer

Position in the organisation

Reports to the Infrastructure Services Manager.

Member of our IT Team.

Part of our Technology directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The SharePoint & Power Platform Engineer will be responsible for the design, build, development and support of the Society's SharePoint Online environment, including the Society's intranet (Arena Entranet), Microsoft Teams and the Viva suite, and the Microsoft Power Platform (Power Automate, Power Apps, Power BI, Power Pages and Copilot Studio). The postholder will create and design SharePoint sites and use the Power Platform to automate processes and deliver business solutions, ensuring services are secure, well governed and meet the business needs of the Society.

The postholder will also lead on the design and development of the collaboration and automation platform, using PowerShell and Microsoft Azure where appropriate, to enable the effective use of Microsoft 365 and digital services to achieve business goals.

We are looking for someone who exemplifies our values, someone who is: **Determined to make a difference** when and where it matters most. **A trusted expert** who believes in working **Better together** and demonstrates true **Compassion**.

Dimensions and limits of authority

Working on complex collaboration, automation and innovation projects with the Society's technology partners and suppliers, the postholder is responsible for ensuring that SharePoint and Power Platform requirements are met, project components are delivered, and existing services and technologies are updated in a timely and non-intrusive fashion. The postholder will be a member of the Design Authority and as such will contribute towards the progression of the Society's technology roadmap.

Key accountabilities and responsibilities

This role aligns primarily to SFIA Level 5 across the Infrastructure Architecture (INAN), Systems Integration (SINT), Application Support / Development (ASUP / PROG), Data Management (DATM) with additional contribution from related SFIA capabilities where appropriate. Responsibilities of this role will involve:

Technical ownership and innovation

Support with the long-term development of the following platforms: SharePoint Online, Microsoft Teams, Viva and the Power Platform, and future collaboration systems supporting the Society's digital activities.

SharePoint design and development

- Create, design, build and configure modern SharePoint Online sites, including hub, communication and team sites, with well-structured information architecture, navigation, page layouts, content types, metadata, lists and libraries.

- Develop, maintain and continuously improve the Society's intranet (Arena Intranet), ensuring it is engaging, accessible and easy to use.
- Manage site provisioning, templates, permissions and external sharing in line with the Society's governance and security policies.
- Build modern SharePoint solutions using out-of-the-box features, JSON list and view formatting, the SharePoint Framework (SPFx) and Microsoft Graph where appropriate.
- Plan and support migration activities from file shares, legacy SharePoint and local file stores to Microsoft 365.
- Work within SharePoint overlay workspaces (Atlas Platform) supported by a third-party supplier.

Power Platform and automation

- Act as the Society's expert in Power Automate, designing, building and supporting cloud flows, approval processes and integrations that automate and streamline business processes.
- Build and support Power Apps (canvas and model-driven) integrated with SharePoint, Dataverse and other data sources.
- Develop Power BI reports and dashboards that provide meaningful insight to stakeholders.
- Support the development of Power Pages and Copilot Studio solutions as the Society's use of these technologies grows.
- Establish and maintain Power Platform governance, including environment strategy, data loss prevention (DLP) policies, connector management and solution lifecycle management (ALM).

Scripting, Azure and identity

- Use PowerShell (including PnP PowerShell, SharePoint Online Management Shell and Microsoft Graph PowerShell) and Azure CLI to automate administration, reporting and bulk tasks.
- Work with Entra ID to manage groups, guest access, app registrations and permissions supporting collaboration services.
- Apply Microsoft Azure knowledge to support integrations and external sharing solutions, for example using Azure Functions, Logic Apps, Key Vault or Azure Storage where required.

Systems administration and analysis

- Lead on the design, configuration and maintenance of SharePoint Online, Microsoft Teams, Viva and Power Platform environments.
- Collaborate with the Information Security Team and relevant suppliers to monitor and remediate security vulnerabilities and ensure best practice.
- Monitor usage, storage, licensing and performance of SharePoint and Power Platform services and recommend improvements.
- Maintain effective engagement with stakeholders across the organisation to understand business needs, translate them into technical solutions and advise on technology use.
- Stay current with the Microsoft 365 and Power Platform roadmaps, and ensure new features are adopted effectively and securely.
- Provide technical architectural support to the design and implementation of collaboration solutions.
- Create and maintain systems documentation, standards and user guidance for architectural and support purposes.

Platform support

- Ensure the effective introduction of new solutions into support, including engaging with key Service Management processes and handover to operational teams.
- Act as subject matter expert and point of escalation for support teams on SharePoint and Power Platform.

- Provide training and guidance to site owners and citizen developers to encourage safe and effective adoption.
- Work with cloud hosting suppliers who provide collaboration services to the organisation, and escalate appropriately to resolve technical issues.
- Undertake system housekeeping to maintain system operation.
- Work with the IT Business Operations team and other stakeholders to manage outages and deliver high quality Service Management.
- To undertake any other duties or projects commensurate with the nature and grade of this post as required.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

All of the following requirements are essential, unless marked as (Desirable), and will be assessed from a combination of information provided in the application form (A) and at interview (I).

Skills & knowledge	Application (A) or Interview (I)
Relevant Microsoft certifications (e.g. PL-900, PL-400, PL-500, MS-102, AZ-900) or equivalent experience and knowledge of SharePoint, Power Platform and collaboration systems.	A
Proven experience creating, designing and configuring SharePoint Online sites, including information architecture, permissions, metadata, lists, libraries and intranet solutions.	A/I
Expert-level experience in Power Automate, designing, building and supporting complex automated workflows and approvals.	A/I
Experience building Power Apps solutions integrated with SharePoint and other data sources.	A/I
Working knowledge of Power BI, including building reports and dashboards.	A/I
Good working knowledge of PowerShell for SharePoint and Microsoft 365 administration and automation (e.g. PnP PowerShell, Microsoft Graph PowerShell).	A/I
Experience of Microsoft Azure and Entra ID, including identity, guest access, app registrations and external sharing.	A/I
Experience administering Microsoft Teams, OneDrive and Viva applications.	A/I
Experience managing governance for SharePoint, the Power Platform and Microsoft 365 (policies, permissions, DLP, licence management, monitoring, security hardening and disaster recovery).	A/I
Experience of SharePoint Framework (SPFx), Microsoft Graph API, Dataverse, Power Pages or Copilot Studio would be desirable, but it is not essential.	A/I
Experience of delivering SharePoint or file share migrations to Microsoft 365. (Desirable)	A/I
A sound understanding of fundamental internet and cloud technologies: IP, DNS, certificates, CDN.	A/I
Knowledge of the ITIL framework (understanding of Incident, Problem, Change).	A/I

Ability to translate business requirements into effective technical solutions and explain technical concepts to non-technical audiences.	A/I
Ability to independently identify issues and inefficiencies, and propose sound technical solutions.	I
Experience of writing technical and non-technical documentation for a variety of users.	A
Experience of working with Agile development or project management methodologies would be desirable, but it is not essential.	A

Competencies & personal attributes	Application (A) or interview (I)
Excellent written and verbal communication skills.	A/I
Able to work effectively on own initiative and as part of a team, without close supervision.	A/I
Able to work to multiple deadlines and under pressure with a strong attention to detail.	A/I
Ambitious, innovative, proactive and target driven.	A/I
Able to show empathy for people with dementia and their carers.	I
Trustworthy, patient and a good relationship builder.	I
Committed to working as part of a team.	A/I
Consistently striving for professional development.	A/I

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave