



Job Description

POST:	SharePoint Analyst/Developer
RESPONSIBLE TO:	National Development Manager
SALARY:	SCP 38 – 42: £33,437 – £37,306 National pay scale (if based in London + London Allowance) + Local Government Pension Scheme
LOCATION:	The location of this position is negotiable. However the post holder will also be required to travel between Oasis Offices (regularly) and other Academies located in UK (from time to time).
WORKING PATTERN:	Full time (37 hours per week, 52 weeks per year)
DISCLOSURE LEVEL:	Enhanced

CONTEXT

The Oasis Zone is an internal communications platform that has recently been re-developed using SharePoint Online within Microsoft Office 365. It has an engaging news engine and provides a gateway to secure collaboration, effective communication and information management for every member of the Oasis family, whether employee, volunteer, board member, teacher or student, in every part of the Oasis global community.

JOB PURPOSE:

- To provide expert advice on the successful delivery and development of the OasisZone and associated applications. This will encompass the needs of Academies and Business Units across the whole of the Oasis Family.
- To plan and execute multiple parallel development activities in line with the requirements of Oasis Academies and Business Units.
- To guide Academy and Business Leadership Teams to develop strategic and operational plans that will ensure that the OasisZone is used to full potential and that staff and students receive business and/or educational benefit.
- To deliver a range of design, development and implementation services that will deliver the outcomes of strategic and operational plans for a specific project.
- To motivate and enthuse staff and students in exploiting features of the OasisZone and associated applications and to help them deliver innovative resources that encourage independent and collaborative learning and enhance the quality of teaching.
- To design and to deliver both standard and bespoke training materials to ensure staff and students are equipped with the knowledge and skills required to use the OasisZone and related applications as an organisational, administration, teaching and learning tool.

SPECIFIC RESPONSIBILITIES:

A. STRATEGIC AND OPERATIONAL PLANNING

- Participate in strategic planning for the future development of the OasisZone and associated applications
- Identify potential development requirements and liaise with National Development Manager to develop outline specifications for solutions.
- Guide the Academy and Business Leadership Teams to define and document requirements and produce a detailed development plan that will deliver against their agreed objectives
- Ensure that the vision and objectives reflect the ethos and brand of the Oasis Family.

B. COMMUNICATION AND MANAGEMENT OF STAKEHOLDER RELATIONSHIPS

- To be 'the face' of the OasisZone development programme by championing its development and use at Oasis Academies as required
- Provide advice on all matters connected to the development and implementation of the OasisZone and associated applications, deferring to senior members of the National Development team where appropriate
- Ensure effective stakeholder engagement and resolve any conflicts/competing resource demands quickly and efficiently
- To liaise with other members of the National Development team for resolution of technical issues with the platform
- To liaise with the National IT service desk team to facilitate in the resolution of OasisZone related service requests.
- Work in partnership with Oasis Academies and Business Units to implement each development project.

C. PROJECT MANAGEMENT

- To work productively towards the achievement of objectives and timescales outlined in agreed development plans.
- Planning and prioritisation of work to meet internal or external deadlines
- Assess project risks and propose solutions to mitigate them; these will be regularly reviewed
- Produce accurate estimates for development requests and track actual time and effort spent against them
- Monitor user issues/faults and the effectiveness of third party products or additional technologies
- Identify additional requirements that fall outside the original project scope and ensure these are recorded on the Oasis Call Management System (OCMS). Determine whether an immediate solution is required and feasible and communicate these to the relevant stakeholder and the National Development Manager.
- Work to the National Development standards and escalate any potential problems in maintaining agreed principles to the relevant stakeholder and the National Development Manager
- Communicate regularly with all stakeholders to update them on project progress,

- Facilitate user feedback and highlight the level of staff and student engagement by publishing OasisZone usage statistics and observations on good practice
- On project closure, evaluate the development process and recommend improvements.

D. PLATFORM DESIGN, DEVELOPMENT AND IMPLEMENTATION

- Work as part of a National team of developers and consultants in order to share ideas and best practice
- Participate in the design, development and on-going maintenance of the Office 365 SharePoint environment that is used as a basis for the OasisZone and its associated applications.
- Plan, record and negotiate changes to the OasisZone platform in line with National Development change control procedures; collate and interpret results of testing and advise if platform is fit for purpose
- To contribute to customisation of the SharePoint environment as well as supporting the development of relevant content in line with the objectives of Oasis Academies and Business Units.
- Ensure that all new deployments, repairs and fixes are fully tested for functionality, in different browsers and at different resolutions.
- Contribute to the ongoing development of release management procedures and conform to these once implemented
- Identifying and understanding the limitations of SharePoint online and any associated applications, sourcing and utilising complementary tools to complement its features as well as championing their use with stakeholders at Oasis Academies and Business Units.

E. OASIZONE ADOPTION AND RESOURCE DEVELOPMENT

- Translating the pedagogic ideas and aspirations of teaching staff into effective e-learning practice
- To innovate and develop efficient and effective ways to use new technologies in learning
- Work closely with staff in the design and production of robust and attractive online educational materials, to ensure consistency of format, style and accessibility across an Academy's curriculum
- Assist staff to improve the design and format of existing documents, worksheets, web-pages and other materials that will be hosted on the OasisZone.
- Liaise with staff at Oasis Academies as required to further the development of their SharePoint sites and to encourage the adoption of the productivity tools available via the OasisZone and within associated applications
- Use and evaluate a range of strategies to engage staff and students in the changes needed to embed the use of the OasisZone across all Oasis Academies as required.
- Expose appropriate OasisZone functionality to staff at Oasis Academies as required; encouraging them to use this to support productivity, efficiency and lesson delivery.

F. TRAINING SERVICES

- Identify staff development needs with regard to their understanding of, and proficiency in using OasisZone related technologies.
- Work with stakeholders to develop and implement an appropriate staff training plan
- Deliver training and encouragement to staff and students in workshops, one-to-one or formal sessions as defined in the agreed service level
- Document progress of the staff and student training plan as agreed with stakeholders
- Work members of the National Development team to create training materials to support the use of OasisZone technologies
- Ensure that local IT staff at Oasis Academies are competent in the on-going administration and support of user accounts, AD groups, system functions and available productivity tools and ensure that security measures are in place to control access to the OasisZone and associated applications.
- Include the Academy media technicians (or similar members of support staff) are included in all relevant training sessions with a view to taking over the ongoing support and development of content and resources at Project closure.
- Conduct presentations to promote the use of the OasisZone and associated applications.

G. PERSONAL DEVELOPMENT

- Attend relevant courses and actively seek to broaden knowledge and skills relevant to the responsibilities of the role
- Regularly access key websites to keep abreast of changes and developments in OasisZone related technologies

H. GENERAL

- Adopt flexible working practices, which will include travel to other Oasis Academies and Business Units, working on or off site as required
- To champion the use of other innovative technologies to support staff and students at Oasis Academy Hadley (and other Academies as required) to get the very best from current and future investment in IT.
- To carry out any other reasonable duties at the request and discretion of the National Development Manager

I. SAFEGUARDING CHILDREN

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

SharePoint Consultant / Developer Person Specification



Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the OCL Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree or other Higher Education Qualification , OR equivalent advanced ICT design/multimedia qualification or equivalent comparable experience• Prince2 Foundation Qualification (or willing to work towards)	<ul style="list-style-type: none">• Substantial practical experience in a relevant work area together with a vocational/academic qualification at NVQ level 4 or equivalent.
Experience, Skills and Knowledge	<ul style="list-style-type: none">• At least 2 years of solid SharePoint experience• Experience in SharePoint Designer 2013, Workflows, Forms (InfoPath), CSS and HTML5,• Knowledge of .Net Framework• Good oral and written communication skills.• Time management skills.• Creative flair and passion for good design.• Accuracy and attention to detail• Excellent presentational and organisational skills• The technical knowledge to determine whether customisation	<ul style="list-style-type: none">• A strong application development background• Experience in JavaScript, JQuery, Visual Studio, C# and ASP.NET• An understanding of the out-of-the-box functionality of SharePoint 2013, Online and O365• Hands-on experience optimising content for mobile-web access, including use of Responsive Web Design• Advanced knowledge in XHTML content, WC3 Compliant content, and Web Accessibility compliance

	<p>or an out of the box solution is better suited for a project</p>	<ul style="list-style-type: none"> • Experience of working within an e-learning environment
Personal Qualities	<ul style="list-style-type: none"> • Commitment to working as a positive and constructive team member • A desire for working with people to exploit the capabilities of SharePoint • A passion for IT as a tool to support the learning of young people. • Ability to manage a complex workload, to work independently and to tight deadlines. • Pro-active learner • A flexible approach to work, willing to work evenings and travel to Academy or other Oasis sites as required. • Commitment to high educational, professional and personal standards. • Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues • Ability to relate to senior staff such as department heads, curriculum leaders, teaching staff and young people and form appropriate staff/student relationships • Ability to demonstrate good judgment , decision making, integrity and a confident manner • Emotional resilience in working with challenging behaviours • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced CRB checks • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	