

Recruitment person specification

Post being recruited for: ICT Lead (Microsoft 365)

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Person specification

Category	Essential	Desirable
Experience	Experience in day-to-day systems administration and support activities. Practical experience: delivering and managing ICT projects; administrative support for Microsoft 365 and associated cloud services (including Intune, Teams, SharePoint, Message Centre, Purview, Power Platform and other cross cutting M365 systems admin tools). Experience supporting data migration and managing content in Microsoft 365. Experience supporting first-line teams by providing guidance, sharing knowledge and assisting with task resolution	Experience of working flexibly in an environment where strategic change and continuous improvement exist. Experience of operating in a number of multidisciplinary teams working to deliver specific project(s)/ work packages. Experience leading Microsoft 365 data migration projects. Experience with Azure, Entra ID and other Azure resources within the wider Microsoft cloud environment would be advantageous.
Knowledge, skills and understanding	Proven ability to deliver and/or contribute to projects and work streams. Knowledge and understanding of ICT and digital technologies.	Present issues effectively and clearly at a variety of forums and have a sound appreciation of the complexity and diversity of Council business.
Qualifications and training	A degree or an equivalent professional qualification either in IT. Relevant experience and demonstrated competence may also be considered in place of a degree level qualification.	Accredited training in Microsoft technologies, such as Microsoft Certified Fundamentals, Associate, or Expert-level courses Qualification in IT Project Management or Service Management (such as ITIL/Prince2)
Job specific requirements		