

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Associate Software Developer	Grade:	PO2
Reports to (Designation):	Software Development Manager	Grade:	PO8
Directorate:	Corporate Resources	Section:	IT & Digital Services

Main Purpose of the job:

As an Associate Software Developer, you will work with more experienced developers to design, build and deliver a series of high-quality solutions to support our adoption of Power Platform in the council.

You will report directly to the development manager and assist with all functions of software coding and design. Your primary focus will be to learn the codebase, gather user data, and respond to requests from senior developers. You should have a good working knowledge of basic programming languages, the ability to learn new technology quickly, and the ability to work in a team environment.

As a Software Developer you will have:

- Assist in the design, development, and implementation of applications using Microsoft Power Apps.
- Build workflows and automations with Power Automate to streamline business operations.
- Collaborate with stakeholders to gather requirements and ensure solutions meet business needs.
- Develop data-driven insights with Power BI reports and dashboards that support decision-making processes.
- Assist with the integration of Power Platform solutions with other Microsoft services like Dynamics 365, SharePoint, and Microsoft Teams.
- Participate in the maintenance and ongoing improvement of existing Power Platform applications.
- Learn and apply best practices for Power Platform development, including data modeling, security, and performance considerations.
- Attend team meetings and contribute to project documentation including user guides and training materials.
- Troubleshoot and resolve issues in Power Platform applications and legacy solutions.
- Experience working with a matrix team involving other developers, product managers, designers and architects.
- Support the Dynamics 365 and Power Platform environments, including set up, storage management and licensing.
- Support quality assurance stages in the delivery plan and that appropriate sign-off is gained from stakeholders as per delivery timeline

Technical experience:

- Experience with Microsoft Power Platform, architecture, and components.
- Experience developing in PowerApps, Power Automate, Power BI, Dataverse, and SharePoint.
- Understanding of Model-Driven Apps and Canvas Apps.
- Experience performing PowerApps administration tasks
- Understanding of integrating PowerApps applications with third-party cloud solutions through APIs.
- Strong business analysis skills and ability to work with various stakeholders across the council.

Technical Skills:

An understanding of the following skills is desirable:

- Dataverse
- Dynamics 365 Customer Service

- Power Pages/Portals
- Liquid Templating
- XRM API for MDA
- Microsoft Dynamics 365 Web API / OData
- Javascript – we use this extensively for both Power Pages and MDA
- CSS
- HTML
- REST
- Knowledge of Azure operations and services
- FetchXML

Additionally:

- Ensure the Digital Product and Development service is delivered with a commitment to equality of opportunity in both service provision and employment and ensure that policies valuing diversity are actively promoted, implemented and developed.
- Take responsibility for your own personal and professional development ensuring that technical knowledge and skills are current and meet the demands of the post.
- Comply with our legal responsibilities under the General Data Protection Regulation (GDPR), Freedom of Information Act, Environmental Information Regulations and the Privacy and Electronic Regulations and Information Security Standards.
- Assist in carryout the Council's environmental policy within the day to day activities of the post
- Deputise for Senior Management as required and undertake any other duties commensurate with the general level of responsibility of the post you are deputising for.

Work closely with our [Shared Technology Service](#) partners to:

- Pool knowledge of digital solutions development to identify opportunities for collaboration and the enhancement of Digital Product and Development provision to the Council
- Ensure that solutions are developed in line with Shared Service initiatives and align with Digital Strategy

Internal contacts:

Members, Service Group Managers and other staff across the Council as appropriate

External contacts:

3rd party suppliers currently working with Lewisham, other IT suppliers, Government departments, other Public Sector organisations

PERSON SPECIFICATION

JOB TITLE: Associate Software Developer
POST NO:

DIRECTORATE: Corporate Resources

GRADE: PO2

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

CATEGORY	ESSENTIAL REQUIREMENTS 'S'
<p><u>Equal Opportunities</u></p> <p>To demonstrate commitment to the principles of equality and diversity in employment and service delivery.</p>	S1
<p><u>Knowledge and Experience</u></p> <p>Strong knowledge of the IT industry/technology solutions to manage and support the provision of digital solutions across the Council</p> <p>Good understanding and experience of gathering and clarifying business requirements</p> <p>Experience of managing the delivery of digital solutions to agreed business specifications</p> <p>Demonstrable understanding of the role and significance of digital solutions in the wider business operations</p> <p>Experience of dealing with multiple concurrent issues and the ability to prioritise appropriately in line with delivery and business priorities</p> <p>A general understanding of good practice in relation to digital solutions and potential implications in legal compliance and data protection.</p> <p>Ability to communicate and generate understanding on technical issues for non-technical stakeholders</p>	S2 S3 S4 S5 S6 S7
<p><u>Qualifications</u></p> <p>Educated to degree level or equivalent, with evidence of continuous professional or managerial development</p>	

<p>Skills and Abilities</p> <p>Ability to communicate and generate understanding on technical issues for non-technical stakeholders</p> <p>Ability to translate non-technical requirements into technical solutions</p> <p>Able to think, plan and act strategically and develop creative and innovative solutions to complex issues.</p> <p>Able to establish positive relationships with senior managers that generate mutual confidence and respect.</p> <p>Ability to develop influential relationships with internal and external customers and partners</p>	
<p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • Resilient and positive attitude • Customer focused • Able to act corporately and collaboratively. • Inclusive and supportive team player. • A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect. 	
<p><u>Circumstances</u></p> <p>Able to attend meetings in the evening and, on occasions, work outside and beyond the normal office hours to ensure deadlines and business objectives are achieved</p>	
<p><u>Physical</u></p> <p>If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.</p>	