

ROLE PROFILE

Job title	Analyst Programmer Microsoft Services	Reference ID: W13010
Location	Harrow	
Reporting to	Head of ICT	

PURPOSE STATEMENT

To provide technical expertise on IT projects utilising Microsoft Services involving the analysis, design, development, implementation documenting and support of computing and communications systems and infrastructure.

KEY ACCOUNTABILITIES

- Responsible CRM Development in SharePoint/PowerApps.
- Supporting and Maintaining Server infrastructure.
- Supporting Exchange hybrid email environment.
- Automating manual Processes.
- Scope, pilot and implement new installations of any kind.
- Recommend enhancements to the bespoke application.
- Ability to liaise successfully with senior management.
- Provide end user support and diagnose and resolve problems associated with bespoke applications.
- Automate monthly reports from bespoke applications.
- Ensure there is minimal downtime to Lorne Stewart application whenever possible.
- Plan, Develop and Implement application enhancements.
- Maintaining existing applications and adding new features.
- Client Integration to bespoke applications.

TECHNICAL SKILLS / KNOWLEDGE

- Excellent knowledge of Windows Server
- Good working knowledge of Windows Script Host/VBScript/ PowerShell
- Good working knowledge of VMware
- Good working knowledge of Exchange
- Good working knowledge of Azure/ Office 365 / Exchange Online deployment & administration including but not limited to SharePoint Online, PowerApps, Flows, and Teams.
- Microsoft Active Directory 2003/2008/2012/2016 management and maintenance experience.
- Exchange Management and Support experience.
- A working knowledge of virtualization.
- Experience in configuring monitoring thresholds for Windows environment
- Good understand of web services.
- Other relevant web technologies such as HTML, JavaScript, JQuery, JSON would be desirable
- Able to gather relevant information systematically to troubleshoot and resolve issues.
- Knowledge in server-side scripting, architectural understanding of web applications and APIs including REST.
- Android / IOS programming Skill would be a plus but not essential.
- Excellent communication and interpersonal skills.



Excellence



Relationships



Teamwork



Pride

KEY BEHAVIOURS

Communication

- Listens to others and takes time to understand them.
- Is open and honest when dealing with colleagues.
- Communicates in a brief and clear way.

Team Player

- Adapts to change and is open to new ideas.
- Leads by setting a positive example and empowers others.
- Is respectful and supportive to colleagues and customers.

Drives Success

- Shows determination and resilience when faced with challenges.
- Uses initiative to get things done.
- Willing to take responsibility.

PERSON SPECIFICATION

- 3 years+ experience in a similar role.
- Confident, approachable team player who uses their initiative.
- Excellent communication and interpersonal skills.
- Self-motivated with a methodical approach to a busy workload.
- Be able to work to timescales and guidelines.
- Good analytical, problem solving and decision-making skills.
- Strong planning and organisation skills.
- Good attention to detail, testing and documentation.
- Working in a Team environment.

Lorne Stewart Plc is an equal opportunities employer.

Closing date: 16th September 2020

If you are interested, please email your CV with the following reference number W13010 to recruitment@lornestewart.co.uk