JOB PACK

Senior Microsoft 365 Developer (Level 2)

Jigsaw

Creating homes.
Building lives.

ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Holidays:	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days.
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, access to the Social Housing Pension Scheme, BHSF membership, enhanced maternity/paternity leave and training/development opportunities.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit **www.jigsawhomes.org.uk/dbs** to view the Group's DBS policy statement. Further information about the disclosure can also be found at **www.homeoffice.gov.uk/dbs**
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

All of Jigsaw's essential services rely on quality information, systems and technology supported by the 40 members of the IT department.

Working to a brand-new IT Strategy, the team has exciting challenges like enabling colleagues to work effectively from anywhere, automating processes and improving digital services for our customers, while always improving security. The team is also innovating in its ways of working, ensuring transparency, a keen focus on outcomes and faster delivery of benefits to the business.

Bring your expertise and enthusiasm and join us in making a difference with IT.

Role Summary

We are looking for a highly skilled and motivated Senior Microsoft 365 Developer to create, develop, and implement innovative digital solutions using the Microsoft Power Platform and the broader M365 ecosystem. This position is vital to our digital transformation goals, helping to provide smarter, more efficient services for staff and residents. Responsibilities include building model-driven and canvas apps, automating workflows, and integrating solutions across Microsoft 365 and Azure services.

Additionally, you will offer technical insights, mentor junior developers, and contribute to architectural decisions and standards. The role also involves exploring emerging technologies like Copilot Studio to improve user experience and productivity.

MAIN TASKS OR ACTIVITIES

1. Design, develop, and implement scalable, secure, and user-centric applications using Power Apps (canvas and model-driven), Power Automate, and Dataverse.

2. Integrate Microsoft 365 services (e.g. SharePoint Online, Teams, OneDrive) and external systems using APIs, Microsoft Graph, and Azure Logic Apps.

3. Ensure all solutions are designed and implemented with appropriate security controls, including authentication, authorisation, and data protection measures.

4. Maintain comprehensive technical documentation, including solution architecture, user guides, and operational procedures.

5. Monitor application performance and availability using tools such as Azure Monitor, Application Insights, and Power Platform Admin Centre.

6. Implement and manage CI/CD pipelines, version control, and environment strategies using Azure DevOps or equivalent tools.

7. Ensure all solutions comply with security, accessibility, and data protection standards (e.g. GDPR, WCAG, Cyber Essentials Plus).

8. Collaborate with information governance and security teams to ensure compliance with data loss prevention (DLP) policies, sensitivity labels, and conditional access.

9. Mentor junior team members and citizen developers, promoting best practices in coding, testing, documentation, and DevOps.

10. Provide authoritative technical advice to stakeholders, translating business needs into effective digital solutions.

11. Champion the use of Microsoft 365 and Power Platform capabilities across the organisation, including emerging tools like Copilot Studio and AI integrations.

12. Collaborate with business analysts and service leads to identify opportunities for business process automation and improvement.

13. Contribute to the development of organisational policies, design patterns, and governance frameworks for low-code/no-code development.

14. Stay abreast of Microsoft roadmap developments and assess their applicability to organisational needs.

15. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.

16. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.

17. Carry out any duty that may be requested from time to time by the Chief Executive, Deputy Chief Executive, or Group Directors, commensurate with the position.

Candidate Requirements

Candidate Requirements:	4+ years of experience in business application development or a similar role. - Proven experience in developing enterprise-grade solutions using Microsoft Power Platform (Power Apps, Power Automate, Power BI) and Microsoft 365 services. - Strong knowledge of Microsoft Dataverse, SharePoint Framework (SPFx), Microsoft Graph API, and Azure services (e.g. Logic Apps, Function Apps). - Proficiency in relevant programming languages such as JavaScript, C#, Power Fx, HTML, and CSS. - Experience integrating third-party systems using REST APIs and custom connectors, as well as familiarity with Copilot Studio, AI Builder, and Microsoft Fabric. - Strong understanding of Microsoft 365 security and compliance features, including DLP, sensitivity labels, and secure app design principles. - Experience in Agile delivery environments and DevOps practices (e.g. Azure DevOps, CI/CD pipelines). - Strong analytical and problem-solving skills, with the ability to design secure, accessible, and user-friendly solutions. - Excellent communication and stakeholder engagement skills.

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.

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