JOB PACK

Microsoft 365 Developer (Level 2)

Jigsaw

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 60 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 proactive and technically skilled Microsoft 365 Developer to join our Business Systems team. You will support the design, development, and delivery of digital solutions using the Microsoft Power Platform and Microsoft 365 ecosystem.

This role is ideal for someone with hands-on experience in Power Apps and Power Automate who is looking to grow their skills in a collaborative and user-focused environment. You will work closely with business stakeholders and senior developers to deliver secure, accessible, and maintainable solutions that improve services, automate processes, and enhance productivity across the organisation.

MAIN TASKS OR ACTIVITIES

1. Develop and maintain applications using Power Apps (canvas and model-driven), Power Automate, and SharePoint Online.

2. Support the integration of Microsoft 365 services (e.g. Teams, OneDrive, Outlook) with custom applications and workflows.

3. Assist in gathering and analysing user requirements and translating them into technical specifications.

4. Build and configure connectors and APIs to integrate third-party systems with Microsoft 365.

5. Ensure solutions are secure, accessible, and compliant with organisational and legislative standards (e.g. GDPR, WCAG, DLP).

6. Implement secure coding practices and support the configuration of Microsoft 365 security features (e.g. permissions, sensitivity labels).

7. Participate in testing, documentation, and deployment of solutions using DevOps tools and version control systems.

8. Monitor application performance and support incident resolution and troubleshooting.

9. Maintain technical documentation to support ongoing maintenance and knowledge sharing.

10. Collaborate with senior developers and business analysts to deliver projects in an Agile environment.

11. Stay up to date with Microsoft 365 and Power Platform developments and contribute to continuous improvement.

12. 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.

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

14. 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:	• Experience developing solutions using Microsoft Power Platform (Power Apps, Power Automate). • Working knowledge of Microsoft 365 services including SharePoint Online, Teams, and OneDrive. • Familiarity with JavaScript, Power Fx, HTML, or other relevant scripting languages. • Understanding of REST APIs and data integration techniques and exposure to Copilot Studio or AI Builder. • Awareness of Microsoft 365 security and compliance features, including DLP, permissions management, and secure data handling. • Understanding of accessibility and inclusive design principles. • Ability to work collaboratively in a team and communicate effectively with technical and non-technical stakeholders. • Strong problem-solving skills and attention to detail. • Experience working in Agile or iterative development environments.

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.

Jigsaw

Creating homes. Building lives.