# West Yorkshire Fire & Rescue Service

## Job Description

**POST TITLE: Digital Collaboration Tools Manager**

**GRADE: Grade 8**

**RESPONSIBLE TO: Digital Transformation Manager**

**PURPOSE OF POST: You will lead a high-impact team responsible for configuring, managing, and optimizing our digital collaboration ecosystem, including SharePoint, Microsoft Teams, Microsoft 365, Power Automate, and PowerApps. Reporting to executive leadership, you will play a pivotal role in shaping the strategic direction of our digital collaboration initiatives. Your responsibilities encompass advanced administration, innovation, and strategic alignment of collaboration tools. Collaborating closely with IT teams, stakeholders, and end-users, you will drive the implementation and support of cutting-edge digital collaboration solutions**

## Organisational chart

## A diagram of a company AI-generated content may be incorrect.

## Main duties and responsibilities of the role

1. **Strategic Digital Collaboration Leadership (SFIA Code: STPL, RLMT) - Level 5:**
   * Develop and articulate a strategic vision for the organization's digital collaboration tools.
   * Align collaboration initiatives with the overall business strategy and drive innovation in the digital collaboration space.
2. **Digital Collaboration Architecture (SFIA Code: ARCH, SWDN, SINT) - Level 5:**
   * Design and implement advanced architecture for SharePoint, Microsoft Teams, and Microsoft 365, ensuring scalability and future-proofing.
   * Lead the team in developing a cohesive digital collaboration architecture that aligns with organizational goals.
3. **Power Platform Governance and Innovation (SFIA Code: INOV) - Level 5:**
   * Innovate in the use of Power Automate and PowerApps, driving advanced automation and business process optimization.
   * Establish and enforce governance measures for Power Platform usage, ensuring compliance and security.
4. **Team Leadership and Development (SFIA Code: PEMT, PDSV) - Level 5:**
   * Lead and mentor a team of skilled professionals, fostering a culture of innovation, collaboration, and continuous improvement.
   * Champion the professional development of team members, ensuring they stay at the forefront of digital collaboration trends.
5. **Advanced Identity and Access Management (SFIA Code: ISCO) - Level 6:**
   * Develop and implement advanced identity and access management strategies within the digital collaboration ecosystem.
   * Lead efforts to enhance security measures for user authentication, authorization, and access control.
6. **Strategic Automation and Optimization (SFIA Code: BPRE, METL, PROG) - Level 5-6:**
   * Drive advanced automation initiatives, leveraging scripting tools and Power Automate to optimize collaboration workflows.
   * Lead the development of strategic automation roadmaps aligned with business objectives.
7. **Strategic Data Management (SFIA Code: DATM) - Level 5:**
   * Develop and implement advanced data management strategies for SharePoint and other collaboration tools.
   * Drive initiatives to ensure data integrity, compliance, and effective utilization for strategic decision-making.
8. **Executive Reporting and Governance (SFIA Code: GOVN) - Level 6:**
   * Establish and lead governance processes for digital collaboration tools, ensuring compliance with regulatory requirements.
   * Provide executive-level reporting on system usage, compliance, and security metrics.

## Organisational wide responsibilities

**6. Adherence to the** [**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)**and**[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf)**.**

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**7. To implement and promote the Authority’s:**

* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.

**8. A satisfactory Standard Disclosure and Barring check is required for the role.**

**9. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.**

## Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

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|  | **Experience** | **Essential/Desirable** | **Where identified** |
| 1. | Extensive experience in M365 and SharePoint administration and deployment with a focus on Power Platform. | Essential | Application & Selection Process |
| 2. | Technical expertise in Microsoft 365 applications, SharePoint, and Power Platform tools. | Essential | Application & Selection Process |
| 3. | Proactive attitude with a focus on continuous improvement. | Essential | Application & Selection Process |
| 4. | Strong understanding of ITIL practices and principles. | Essential | Application & Selection Process |

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|  | **Education and Training** | **Essential/Desirable** | **Where identified** |
| 5. | SharePoint certification (e.g., Microsoft Certified: SharePoint Associate). | Essential | Application & Selection Process |
| 6. | Microsoft 365 certification (e.g., Microsoft Certified: Modern Desktop Administrator Associate, Microsoft 365 Certified: Security Administrator Associate). | Essential | Application & Selection Process |
| 7. | Power Platform certification (e.g., Microsoft Certified: Power Platform Fundamentals). | Essential | Application & Selection Process |
| 8. | Microsoft Power Platform App Maker (PL-100). | Essential | Application & Selection Process |

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|  | **Special knowledge and skills** | **Essential/Desirable** | **Where identified** |
| 9. | Excellent problem-solving and analytical skills. | Essential | Application & Selection Process |
| 10. | Effective communication and collaboration abilities. | Essential | Application & Selection Process |
| 11. | Strong collaboration and teamwork capabilities. | Essential | Application & Selection Process |
| 12. | To hold and maintain a current full UK valid car driving licence. | Desirable | Application |

Job Description last updated: February 2024