

Role: Lead SharePoint Developer	Department: Financial and Corporate Services – Data Protection
Reports to: Data Protection Officer	Pay Grade: Grade 6 - £38,967 per annum
Location: Broadstone Building, 50 South Gyle Crescent, Edinburgh, EH12 9LD/Hybrid	Type of Contract: Full-Time, 40 Hours Per Week. Fixed-Term, 18-Month Contract.
COST CENTRE: 2101	ACTIVITY CODE: DPZ

JOB PURPOSE

As part of the Information Governance Programme and in support of the Trust's aim to improve its Records Management and Information Governance Processes, the Lead SharePoint Developer is responsible for collaborating with teams to design the SharePoint environment in line with the Trust's Information Governance Policy and associated procedures. The Lead SharePoint Developer will provide support, training and documentation to NTS colleagues, troubleshoot issues and collaborate with the wider Information Governance Programme team in the introduction of best practice when managing and sharing Trust Data.

The post holder is responsible for advising colleagues in the use of best practice data management controls including naming conventions, retention schedules, and version control, and deploying these in the SharePoint environment. This role will ensure the platform effectively supports the collaboration and content management needs of teams working to protect the Trust's heritage. With the wider Data Protection team, the post holder will work closely with the Infrastructure team to deliver intuitive, well-governed SharePoint sites that enhance knowledge sharing across the Trust, in support of the Trust's vision and strategy.

The role requires a blend of technical expertise, communication skills and an understanding of data protection and security requirements, ensuring the platform functions effectively for users across the organisation.

This fixed term post offers an exciting opportunity to work with teams across the Trust, delivering in person training to colleagues, leading to skills development in the use of SharePoint so that colleagues can take responsibility for their own sites once established.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Lead the planning of file migration from network drives to the Trust's SharePoint environment, with particular focus on records management best practice for digital records.
- Analyse reports on teams' current storage environments (size, duplications, data quality, access) .
- Collaborate with business teams on a 1:1 basis to gather requirements and design SharePoint solutions tailored to project, departmental or organisational needs.
- Implement and maintain data governance controls in line with internal data protection standards and industry best practice.

- Review existing SharePoint sites and Teams channels with a view to removing them if they are no longer required or restructuring them in line with best practice.
- Develop and implement successful retention policies and labels, using Microsoft Purview, in collaboration with the Data Protection team.
- Support and train staff in using SharePoint effectively, including supporting the development of user guides and delivering workshops.
- Support teams in their preparation for content migration and develop/suggest structural improvements, in line with records management and data protection best practice, to ensure compliance and ease of use.
- Work closely with the IG Programme team to ensure user understanding across Teams, OneDrive and other services.
- Work with the Infrastructure team to ensure the relevant security policies are applied to sites and teams.
- Monitor user experience and support the Infrastructure team in troubleshooting issues where necessary.
- Liaise with the Internal Comms team if information is to be saved to the intranet rather than a private SharePoint site.
- Stay current with new SharePoint features and recommend relevant updates to ensure continuous improvement.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- A degree in IT, Computer Science, or a related field or equivalent practical experience.

Desirable

- SharePoint Certified
- Information Studies Qualification
- Practitioner Certificate in Records Management
- Practitioner Certificate in Data Protection

Experience

Essential

- Proven experience with SharePoint Online and Microsoft 365 platforms, including designing sites and deploying key governance controls.
- Experience with Power Automate (Flow), PowerShell, and modern SharePoint features.
- Excellent troubleshooting and analytical skills.
- Strong communication and stakeholder management skills, with the ability to work effectively with both technical and non-technical teams.

- Excellent problem-solving skills and the ability to troubleshoot technical issues.
- Experience in Microsoft Teams and OneDrive administration.
- Experience of Microsoft Purview and knowledge of Data Lifecycle Management and/or Records Management controls in Purview

Desirable

- Experience in a charity, heritage or cultural organisation.
- Understanding of data protection principles (UK GDPR) and how they apply to information management.
- Knowledge of SharePoint permissions, site architecture, metadata, and content types.
- Microsoft certification (e.g. MS-700 or SharePoint-specific).
- Information Governance and Records Management experience or experience of moving data and information from Network drives to SharePoint.

DIMENSIONS AND SCOPE OF JOB

Scale

The Lead SharePoint Developer role supports colleagues across the whole of the Trust. The role involves assessing various digital records storage environments, including more than 3000 SharePoint and One Drive locations, and more than 200 network drives; working with teams to develop appropriate SharePoint solutions and providing user support.

People Management

- ♦ The post has no line management responsibilities.

Finance Management

- ♦ The post holder has no budgetary responsibility.

Tools / equipment / systems

- Microsoft 365
- SharePoint Online, Teams and OneDrive
- Microsoft Purview
- Power Automate

Example key performance indicators and targets

- ♦ Annual objective setting.
- ♦ Project delivery milestones.

Place in organisational structure (extract of org chart showing role):

Chief Financial and Corporate
Officer

Data Protection Officer

Deputy Data Protection Officer

Information Governance
Manager

Lead SharePoint Developer

The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

HOW TO APPLY

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk by Wednesday 14th October 2026.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Lead SharePoint Developer - NTS"