

Candidate Information

Position:	Analyst/Programmer - Graduate Trainee
School/Department:	Digital and Information Services
Reference:	26/113463
Closing Date:	Monday 27 July 2026
Salary:	Year 1: Grade 6 - £36,366, increasing to £41,727 at the end of Year 1. Year 2: Grade 7 - £42,972 per annum from the end of Year 2.
Duration:	Permanent

JOB PURPOSE:

To contribute to the design, development, deployment and support of innovative low-code/no-code solutions using the Microsoft Power Platform. The post holder will help streamline University business processes and improve digital services through Power Apps, Power Automate, Power BI, Dynamics 365, Microsoft Dataverse and related Microsoft 365/Azure technologies as part of a structured graduate training programme.

MAJOR DUTIES:

1. Work with cross-functional teams and University departments to design, develop and implement Power Platform solutions that meet business needs.
2. Build Power Apps, including Canvas Apps and Model Driven Apps, and integrate solutions with Dynamics 365, Microsoft Dataverse and Power Pages/Portal Apps.
3. Design and implement Power Automate workflows to automate business processes, reduce manual activity and improve productivity.
4. Develop Power BI reports and dashboards that provide accurate, useful and actionable insight for University stakeholders.
5. Identify, test, debug and resolve technical issues in Power Platform solutions to support performance, reliability and user experience.
6. Provide advice, training, documentation and support to end users across Power Apps, Dynamics 365, Power Automate, Copilot chatbots and Power BI.
7. Integrate Power Platform solutions with external systems and services using APIs, custom connectors, built-in connectors and relevant Azure services.
8. Contribute to service improvement by identifying opportunities for digitisation, automation and enhanced user experience for staff, students and researchers.
9. Provide customer support directly or through the online Service Desk, helping to maintain service quality, efficiency and continuity.
10. Carry out other duties appropriate to the post as reasonably requested by senior management.

ESSENTIAL CRITERIA:

1. Successful completion, by the date of appointment, of a degree with a significant computing component at 2.1 classification or higher.
2. Demonstrable knowledge and ability to use the Power Platform (Power Pages/Portal/Automate) to build end-user solutions. Experience of web technologies such as HTML, JSON, JavaScript and CSS. Working knowledge of Dynamics 365, Model Driven Apps, Microsoft Dataverse and Power BI.
3. Ability to communicate technical information clearly and effectively.
4. Excellent written and verbal communication skills.
5. Ability to work as part of a team and on own initiative.
6. Ability to plan and schedule competing work/project demands and work to tight deadlines.
7. Ability to present information clearly, accurately and professionally to technical and non-technical audiences.

8. Motivated, proactive and able to work under pressure while managing multiple tasks. Team player with initiative and a positive approach to learning and professional development.
9. Willingness to occasionally undertake essential systems/development work outside normal working hours when essential for service delivery.

DESIRABLE CRITERIA:

1. Experience supporting and developing business systems using Power Platform; Dynamics 365 forms, entities and business processes; Microsoft Forms, SharePoint Lists, Power Automate and Power Apps; structured IT environments using Agile, Prince or ITIL; APIs, Azure API Manager, connectors, Function Apps, AI/ML or Microsoft Copilot functionality.
2. Good interpersonal skills and ability to explain technical solutions in a non-technical way.
3. Keen interest in new technologies and how they can improve software applications and services.
4. Good presentation skills with the ability to describe technical solutions in a non-technical way.
5. Passionate about learning new tools and technologies; able to think creatively and apply problem-solving skills to improve user experience.
6. Interest in contributing to a two-year graduate training programme and developing into a defined role within the team.