

Job Description

Job Title:	SME – Digital
Division:	Digital & IT
Reports to:	Digital Team Manager
Main Interfaces:	Digital Team Manager, Head of Digital, Digital Team, IT Team, Axis users
Location:	Home based with some travel to Head Office in London

Overall Purpose

To assist in the continual improvement of the Axis business systems. Assist in the delivery of changes via quality assurance and creation of business applications and information via the Microsoft Power Platform

Key Tasks / Activities / Responsibilities

- Quality assuring development releases to the system
- Demonstrate changes and fixes to the Axis Business
- Document changes and QA Plans
- Assist in the creation of business applications and business information via the Microsoft Power Platform
- Make full use of the Microsoft Power Platform to deliver a better end user experience for the Axis Business
- Investigate user issues to determine if system issue, or change request is needed.
- Work with Digital Team Manager and Head of Digital to assess and design changes

Person Specification

Key Knowledge

- Knowledge of Dynamics 365
- Understanding of the Microsoft Power Platform
- Change and project management

Key Skills

- Good Communication skills
- Ability to work as part of a team

Key Experience

- Social Housing environment (Desirable)
- Experience of working in a structured change environment
- Experience of working in a structured project environment

Other Key Information

- Must be flexible with working hours.
- All staff have a personal responsibility and accountability to Axis to ensure that their day to day activities adhere to the Sustainability Policy Statement and Plan and minimise the impact upon the environment.
- It is the responsibility of all staff to ensure that their day to day activities embrace sustainability and reduce the impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities or line manager

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: