



Job opportunities

Position details

Position:	Microsoft 365 Administrator (Sharepoint & PowerPlatform)
Hours:	37 per week
Salary:	£38,626 to £41,511 (Grade 6)
Location:	Honiton/Exeter/Newton Abbot & Remote (Hybrid)
Vacancy type:	Fixed term (24 months)
Closing date:	7 August 2025

How to apply

Please send your CV and covering letter to Jayne.Coppin@Strata.Solutions

For full details of the role please see the job advert and job description included in this job pack.

Strata Human Resources
East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ

Phone: 01395 517553

Email: hr@eastdevon.gov.uk



Microsoft 365 Administrator (SharePoint and PowerPlatform)

Fixed Term Role (24 Months)

Honiton/ Exeter/Newton Abbot/ Remote (Hybrid)

At Strata we are passionate about our people and about our technology as well as our digital transformation. We pride ourselves on our integrity towards our colleagues and clients as well as providing service excellence at all times. We are collaborative in the way in which we work, our fast-paced environment provides many opportunities for exposure to new technologies and methodologies. As a local Government owned business, our people are at the heart of what we do our objective being to provide an inclusive environment where everyone can contribute to the progression of our organisation.

An exciting opportunity has arisen for a Microsoft365 administrator to join our team on a Fixed Term Contract for 24 months.

The Microsoft 365 Administrator will work closely with all areas of Strata to ensure that the M365 platform and SharePoint is implemented and maintained in accordance with organisational standards and best practices. The ideal candidate will have experience administering the Microsoft Power Platform, SharePoint and other M365 applications.

The Role

- Set up, configure, and maintain the SharePoint environment in alignment with defined organisational standards and design specification, including: sites, libraries, lists, and templates.
- Support the Microsoft Power Platform. Ensure permissions to access Apps and Flows are appropriately managed and assist with the overall governance of the Power Platform.

Your Experience

You will demonstrate proven experience within:

- Administering SharePoint utilising many of the features to optimise document management including Sites, Document Libraries, Content Types, Meta Tags and Sensitivity Labels. Additionally ensuring data access permissions are monitored and correctly applied.
- Administering Microsoft's Power Platform to ensure correct use of Power Apps and Power Automate Flows across 3 complex organisations
- Working with stakeholders at all levels to gather document storage requirements and translate these into well a governed SharePoint structure
- A data governance framework, and adherence to data protection best practice

The Essentials

You will have a proven track record in:

- Administering Microsoft SharePoint, Entra and Power Platform
- Use of the Power Platform Admin Centre to manage Environments, users, Teams, and Security Roles

What's in it for you?

We offer a competitive package which includes:

- Salary – from £38,626 to £41,511
- Significant employer contribution to the Local Government Pension Scheme.
- 37 hour working week – hybrid working.
- 29 days holiday (per annum)

If you feel you have the blend of skills that we require and would like to apply for this role, please send your CV with a covering letter to Jayne.Coppin@Strata.Solutions. Closing date Thursday 7th August 2025.

No Agencies



JOB DESCRIPTION

POST TITLE: Microsoft 365 Administrator (Fixed Term 2 years)

REPORTS TO: Principal Systems Analyst

GRADE & SALARY TBA

OVERALL PURPOSE OF ROLE:

The Microsoft 365 Administrator will work closely with all areas of Strata to ensure that the M365 platform and SharePoint is implemented and maintained in accordance with organisational standards and best practices. The ideal candidate will have experience administering the Microsoft Power Platform, SharePoint and other M365 applications.

Core Responsibilities

1. Set up, configure, and maintain the SharePoint environment in alignment with defined organisational standards and design specification, including: sites, libraries, lists, and templates.
2. Work closely with the SharePoint Project Manager to ensure successful deployment and ongoing platform support.
3. Assist with the creation of document types, metadata tags, and sensitivity labels to support information governance and compliance.
4. Implement and enforce best practices for SharePoint administration, security, and access control.
5. Support the Microsoft Power Platform. Ensure permissions to access Apps and Flows are appropriately managed and assist with the overall governance of the Power Platform.
6. Provide technical support and troubleshooting for SharePoint and Power Platform related issues.
7. Assist with SharePoint migrations, upgrades, and integrations with other Microsoft 365 applications.
8. Develop and maintain documentation for SharePoint and Power Platform configurations, policies, and procedures.
9. Train and support end-users on SharePoint and Power Platform functionality and best practices.
10. Monitor system performance and proactively address potential issues to ensure platform stability.
11. All other duties commensurate with the grade and role



OUR VALUES form the behaviours that we expect from all of our team, these help us to assess your performance in the role.

VALUE	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
SELF DEVELOPMENT	Wanting to improve ourselves, and looking for different ways to learn	E
TEAM	Actively participates as a member of a team, pro-actively contributing to the completion of objectives.	E
RESULTS	Demonstrates drive and passion to achieve objectives	E
ACCOUNTABILITY	Demonstrates ability to focus on completion tasks and can ensure tasks are completed within deadlines.	E
TRUST	Able to build lasting relationships which demonstrate reliability, integrity and consistency	E
ADAPTABILITY	Having flexibility in handling change as well as adapting to new situations with fresh ideas or innovative approaches.	E

SIGNATORY

PRINT NAME

DATE

Job holder -----

Line Manager-----

This job description is not an exhaustive list and will be updated annually to reflect job requirements in accordance with our performance management process. From time to time the post holder may be asked to perform additional tasks which are not detailed within the core responsibilities for this role



PERSON SPECIFICATION we use this criteria not only to assess your skills coming into the role but to ensure that we evaluate the requirements fairly.

Category	Requirements	Essential/Desirable (E/D)	Method of Assessment
Education/training	<ul style="list-style-type: none"> • Good general school background with a minimum of 4 GCSEs grade C and above • Technical or business qualification • Microsoft certification 	E D D	
Knowledge	<ul style="list-style-type: none"> • Proven experience in administering Microsoft M365 Environments • Strong knowledge of SharePoint Online and Microsoft 365 administration • Familiarity with metadata tags, sensitivity labels, and information governance best practices. • Understanding of SharePoint security, access control, and compliance policies. • Understanding of Power Platform, Environments and Permissions 	E E E E	
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication and stakeholder engagement skills. • Experience with data protection regulations and compliance standards. • Excellent documentation and communication skills. • Strong analytical and problem-solving abilities. • Microsoft 365 tools such as Power Automate and PowerApps • Ability to troubleshoot and resolve M365 related technical issues effectively. • Understanding of M365 security, access control, and compliance policies. 	E E E E E E E	
Successful experience in	<ul style="list-style-type: none"> • Experience with SharePoint migrations, upgrades, and integrations with 	E D	



	<ul style="list-style-type: none">• Experience in configuring SharePoint sites, libraries, lists, templates, and document management features.• Administering Power Platform Environments		
Special requirements	<ul style="list-style-type: none">• A valid driving licence and own car with business insurance are essential (reasonable adjustments may be possible according to the Equality Act).	E	



RISK ASSESSMENT PROFILE

[RAP forms part of the Job Description please ensure a copy is always attached]

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	Seldom or never	Level 4	Regular (2-3 times per week)
Level 2	Occasionally (once a month)	Level 5	Daily
Level 3	Fairly regularly (1 per week)		

Potential risks and hazards	Level of Frequency
Computer user	5
Car driving	3
HGV, LGV driving	1
Prolonged sitting, standing	5
Exertion (other than lifting)	1
Lifting	2
Manual handling – repetitive movements, bending twisting	1
Working with the public	2
Face to face contact with abusive customers	2
Lone working	2
Night working = 3 hrs or more between 11pm & 6am	1
Shift working	3
Use of chemical and or skin irritants	1
• Head phone use/ auditory performance / noise	1
❖ Hand arm vibration / noise	1
❖ Use of machinery / noise / vibration	1
Outside working / inclement weather	1
Exposure to the sun through outside working	1
Working at heights (above 2 metres)	1
Working in confined spaces	1
Risk of exposure to bodily fluids	1
Risk of contact with infectious diseases	1
Risk of exposure to asbestos	1
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure please check with Health & Safety Officer]

- ❖ Any post identified in levels 2-5 will require a hand arm vibration screening test