

# SharePoint Architect

## Job Description

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**Job Title:** [SharePoint Architect](#)

**Start date:** ASAP

**Rate (all inclusive):** £45k - £50k benefits / profit share

**Contract / Permanent:** Permanent

**Location:** Cardiff/Remote

**Role overview:** RedCortex have an excellent reputation for delivering leading edge SharePoint Online solutions to our customers. You will be working within our SharePoint practise and responsible for producing high quality work for our customers. You will be expected to occasionally contribute to bid writing and will also be producing proposals for customers, so excellent verbal and written communication skills are required. The successful SharePoint Architect will assist customers with their SharePoint Online engagements, including migrations of content and intranet from legacy SharePoint technologies to SharePoint Online.

- Key responsibilities:**
- Ensure high quality deliverables of the SharePoint Team
  - Produce high quality proposals as required
  - Deliver leading edge SharePoint consultancy and delivery to our customers
  - Contribute to bid documentation as required
  - Act as SME and point of responsibility for all SharePoint Work
  - Provide technical and operational support.
  - Monitors billable utilisation of the team.

- Skills and qualifications:**
- Minimum of 5 years managing Office365 SharePoint solutions.
  - Excellent knowledge and experience of SharePoint Online and on-premise (2010 – 2019).
  - Strong knowledge and experience of Office 365.
  - Understanding of both DMS and Intranet features of SharePoint
  - Knowledge of Information Management strongly beneficial
  - Hands on experience in migrating data/sites between farms or tenants.
  - Familiarity with components such as Search, Taxonomy and Managed Metadata
  - Experience of the Power Platform (PowerApps, Automate, BI)
  - Experience with Teams, One Drive and Azure.

- Proficiency in the use of scripting and automation tools.
- Strong problem-solving and analytical skills.
- Knowledge of best practices for maintaining information security.
- Ability to handle confidential and sensitive company information responsibly.
- Ability to think creatively to devise customizations and uses for SharePoint.
- Strong leadership skills.
- Clear and effective communication.
- Ability to translate technical jargon into layman's terms for explanatory purposes.
- Manages time efficiently and multi-tasks effectively.