

Low-Code Analyst Developer (Microsoft Power Platform)

Salary: Band 9 - £39,151 to £42,838 per annum

Hours per week: Your contractual hours are 37 per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service

Location: Civic Offices, Portsmouth

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs

Contract type: Fixed term for 12 months

Job Purpose

The Low-Code Analyst Developer (Microsoft Power Platform) is the Council's lead specialist for **Microsoft Power Platform**, responsible for analysis, designing, developing, implementing and supporting secure, accessible and maintainable low-code solutions using Power Apps, Power Automate, Power BI, Dataverse, Power Pages and related technologies. Working closely with council services such as social care, housing, waste management and customer services, the role will identify opportunities to improve processes through automation and digital solutions, reducing administrative effort, improving data quality and supporting better outcomes for residents. Operating within corporate information governance arrangements, the post holder will collaborate with service managers, end users, data and integration specialists, information governance colleagues, cyber security teams and suppliers to deliver solutions that are secure, compliant, well documented, supportable and aligned to the Council's digital, data and technology strategy, architecture standards and support models.

Key Accountabilities & Duties

- **Application development:** build, configure and maintain canvas apps and model-driven Power Apps that support operational council services, including mobile and browser-based solutions for frontline and back-office users. Ensure applications are accessible, reliable, documented and designed around user needs.
- **Process automation:** design, build and maintain Power Automate cloud flows and related automation components to streamline operational processes, manage approvals, exchange information between systems and reduce avoidable manual handling. Ensure automations include appropriate error handling, logging, ownership and support arrangements.

- **Data integration and governance:** design and maintain secure data structures using Microsoft Dataverse, SharePoint Online and approved connectors, ensuring solutions follow council information management policies, UK GDPR, cyber security requirements and agreed data ownership standards.
- **Business intelligence and reporting:** develop Power BI reports and dashboards that help service managers and senior leaders understand performance, demand, trends and outcomes. Ensure reporting outputs are based on agreed definitions, appropriate data sources and clear ownership of published content.
- **Agile collaboration and discovery:** work with analysts, service stakeholders and end users to understand problems, map processes, define requirements, prototype solutions and refine products through feedback, testing and iteration.
- **Citizen development support:** provide technical advice, mentoring and quality assurance to staff developing low-code solutions across the council. Promote agreed standards, reusable patterns and Centre of Excellence governance so that citizen-developed solutions are safe, proportionate and supportable.
- **Solution lifecycle and support:** follow agreed standards for discovery, design, build, testing, release, documentation, handover and ongoing support. Ensure solutions are version controlled where appropriate, have clear ownership, include suitable error handling and monitoring, and can be maintained by the council after initial delivery.
- **Safeguarding, information governance and security:** design solutions that protect personal and sensitive data, follow UK GDPR and council information governance requirements, and apply appropriate access controls, auditability and data retention considerations. Where solutions support vulnerable residents or statutory services, ensure risks are identified early and escalated through the appropriate governance route.

Who is the person?

You need:

- Evidence of relevant professional development or practical training in Microsoft Power Platform, low-code development, cloud technologies or business systems.
- Proven experience building and deploying production-ready canvas and model-driven Power Apps.
- Experience constructing complex, multi-stage cloud flows using Power Automate.

- Experience working with cloud data sources such as Microsoft Dataverse, SharePoint Online, Microsoft 365 services and approved connectors, with an understanding of permissions, ownership and data quality considerations.
- Strong understanding of user experience, inclusive design and accessibility principles, ensuring apps are intuitive, efficient and usable by staff and residents with different needs and levels of digital confidence.
- Familiarity with public sector accessibility expectations, including WCAG 2.2+, and the ability to apply these principles when designing, testing and improving digital solutions.
- Excellent analytical and problem-solving skills, with a knack for translating complex business processes into clean logic.
- Understanding of Power Platform environments, environment strategy, solution packaging, application lifecycle management, security roles and release approaches.
- Strong communication skills, with the ability to explain technical concepts clearly to non-technical colleagues, listen to service users' needs and adapt communication style for frontline staff, managers and technical teams.
- A collaborative, user-first mindset aligned with our council values.
- Adaptability to shifting project priorities in an agile environment.

The ideal candidate will also have:

- Microsoft Power Platform certification, such as PL-100, PL-200 or PL-400, or a degree or equivalent qualification in an IT, digital, data or business systems discipline.
- Experience working within or alongside a local government authority or broader public sector environment.
- Experience handling relational databases and writing basic expressions (e.g., Power Fx, DAX, or basic SQL).

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

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