



Job Element	Detail
Job Title	Consultant –Infrastructure Consultant (SharePoint / SQL)
Reporting To	Simon Betteridge – Technical Director
Department/Location	Technical / Birmingham
Main Purpose	To deliver SharePoint Infrastructure focused activities, so as to bring client and internal projects in on time and in budget.
Duties & Responsibilities	<p>The Team:</p> <ul style="list-style-type: none">● To work as part of a team, but focused on SharePoint platform planning, architecture and delivery, delivering full lifecycle solutions, escalating any issues to the appropriate stakeholder● Working closely with other staff, such as Project Managers, Designers, Senior Consultants, Systems Analysts, Testing Teams and Business Development Managers to ensure seamless delivery of projects <p>Projects:</p> <ul style="list-style-type: none">● To design and architect specifications and develop solutions in line with Project documentation● Working within time guidelines

**Travel:**

- Occasional travel to client sites, conducting workshops, and deploying projects. Walking through any user feedback or training needs

Communications:

- To develop customer relationships and communicate effectively with any client
- To be polite and commercially aware when conversing with clients verbally or electronically
- Conversing with Clients where appropriate to ensure the successful delivery of projects

Technical skills Development:

- To keep up to date on all technologies connected to Microsoft SharePoint Infrastructure tools and products
- Maintain and continually update your technical capabilities by attending internal cross training workshops, external courses, sitting appropriate exams, reading manuals/ blogs, joining and taking part in relevant user group activities and accessing new applications.
- Conduct R&D into new products
- Taking part in discussion forums alongside peers within the practice

Documentation:

- Gather information, formulate and document all design and architectural plans for projects
- Support, maintain and document functionality
- Uploading documentation to the appropriate SharePoint lists

Other responsibilities:

- To provide assistance in warranty or support cases and act as a Point of Escalation
- To share knowledge with other team members



<p>Technical Skills Requirement</p>	<p>Essential:</p> <ul style="list-style-type: none">● Clustering (Build, Design and Capacity Planning) ideally version SQL 2008 R2● Virtualisation platform knowledge (HyperV or VMware including assessments and health checking)● Infrastructure assessments, health checking and supportability reviews● SharePoint 2007● SQL Server 2005, 2008 <p>Desirable:</p> <ul style="list-style-type: none">● SharePoint 2010● Server 2008 R2● Active Directory (Configuration and Installation)● IIS (Configuration and Tuning) <p>Education, Qualifications and Training:</p> <p>In addition to the above, any qualifications or training in these areas are highly desirable:</p> <ul style="list-style-type: none">● MCTS SharePoint 2010 Configuring● MCTS: Microsoft Windows SharePoint Services 3.0, Configuration● Microsoft Office SharePoint® Server 2007, Configuration● You will be educated to degree level in a related subject. Most definitely you will have GCSE Maths, IT and English, ideally coupled with further education around IT systems or Software
<p>Personal Skills Requirement</p>	<ul style="list-style-type: none">● An effective communicator, one that is confident in their technical abilities and who is able to verbally demonstrate them● Committed to getting the best for a client



	<ul style="list-style-type: none">● Desire to learn new products as they are released and to critique them as requested● Keen eye for detail in design areas● Dedication and focus to delivering projects● Self-motivated● Agile and flexible in your approach● A free thinker who can bring new ideas to the table and demonstrate well thought out plans to execute them if appropriate● Ambitious● Organised and methodical in your approach● Confident● Well presented● Business Acumen● Business Consulting skills● People person
Salary & Benefits	<ul style="list-style-type: none">● Salary – in line with Industry standards● Influenced by Commission● Non Contributory Pension Scheme● Private Medical Healthcare● Death in Service - 3 x salary● Childcare Voucher Scheme● Flexible working conditions



Notes

This job description may be amended following consultation with the post holder and is subject to review as part of the appraisal process.

You will maintain a professional code of conduct at all times and also ensure that a strict code of confidentiality is maintained as appropriate. Please refer to the employee hand book for further information on these areas.