



Job Description

POST:	OasisZone (SharePoint) Consultant & Programme Manager
RESPONSIBLE TO:	ICT/Education Manager
SALARY:	NJC SP 41 – 45, Inner London (£38,230 - £41,753 per annum) + Local Government Pension Scheme)
LOCATION:	This will be a home based role however the post holder will primarily be required to travel extensively between Oasis Offices and Academies located in the South of England and the Midlands. Other travel will be required across the Oasis family of Academies and Business Units from time to time.
WORKING PATTERN:	Full time (37 hours per week, 52 weeks per year)
DISCLOSURE LEVEL:	Enhanced

CONTEXT

The OasisZone is an internal communications platform that has recently been re-developed using SharePoint Online and Yammer within Microsoft Office 365. It has an engaging news engine and provides a gateway to secure collaboration, effective communication and information management for every member of the Oasis family, whether employee, volunteer, board member, teacher or student, in every part of the Oasis global community.

JOB PURPOSE:

- To manage and provide expert advice on the successful delivery and development of the OasisZone and associated applications. This will primarily be at existing and new Academies and Business Units based in the South and Midlands, however this is subject to possible change as the Oasis family expands.
- To work with the ICT/Education Manager to plan and execute multiple parallel projects in line with individual Academy and wider Oasis development plans.
- For each assigned project, to guide the Academy/Business Unit leadership team to develop strategic and operational plans that will ensure that Oasis systems are used to full potential and that staff and students receive business and/or educational benefit.
- To that will deliver the outcomes of Academy or Business Unit strategic and operational plans or a specific project.
- To motivate and enthuse staff and students in exploiting features of the OasisZone and associated applications and to help them deliver innovative resources that encourages independent and collaborative learning and enhances the quality of teaching.
- To design and to deliver both standard and bespoke training materials to ensure staff and students are equipped with the knowledge and skills required to use the OasisZone and related applications as an organisational, administration, teaching and learning tool.

SPECIFIC RESPONSIBILITIES:

A. STRATEGIC AND OPERATIONAL PLANNING

- Provide advice and recommendations on a regular basis to aid in strategic planning for the future development of the OasisZone and associated applications.
- Identify potential development requirements and liaise with ICT/Education manager to develop outline specifications for solutions.
- Guide Academy and Business Unit leadership (and their teams) to define project structure and scope and produce a detailed development plan that will deliver against their agreed objectives.
- Ensure that the vision and objectives reflect the ethos and brand of the Oasis Family.

B. COMMUNICATION AND MANAGEMENT OF STAKEHOLDER RELATIONSHIPS

- To be 'the face' of the OasisZone development programme by championing its development and use across the Oasis family (in the South and the Midlands primarily and as and when we take on Academies/Business Units in new geographical areas).
- Provide expert advice on all matters connected to the development and implementation of the OasisZone and associated applications.
- Ensure effective stakeholder engagement and resolve any conflicts/competing resource demands quickly and efficiently.
- To liaise with technology providers for resolution of technical issues with the platform.
- To liaise with the central service desk team to facilitate in the resolution of OasisZone related service requests.
- Work in partnership with each assigned Academy/Business Unit to implement each project.

C. PROJECT MANAGEMENT

- To work productively towards the achievement of objectives and timescales outlined in agreed development plans.
- Planning and prioritisation of work to meet internal or external deadlines
- Assess project risks and propose solutions to mitigate them; these will be regularly reviewed
- Produce accurate estimates for development requests and track actual time and effort spent against them
- Monitor user issues/faults and the effectiveness of third party products or additional technologies
- Identify additional requirements that fall outside the original project scope and ensure these are recorded on the Oasis Call Management System (OCMS). Determine whether an immediate solution is required and feasible and communicate these to the relevant stakeholder and the ICT/Education Manager
- Work to the IT development service definition and escalate any potential problems in maintaining agreed service levels to the relevant stakeholder and the ICT/Education Manager
- Communicate regularly with all stakeholders to update them on project

- Facilitate user feedback and highlight the level of staff and student engagement by publishing OasisZone usage statistics and observations on good practice
- On project closure, evaluate the development process and recommend improvements.

D. PLATFORM DESIGN, DEVELOPMENT AND IMPLEMENTATION

- Work as part of a team of developers and consultants in order to share ideas and best practice (moved from above).
- Contribute to the design, development and on-going maintenance of the office 365 SharePoint environment that will be used as a basis for the OasisZone and its associated applications.
- Plan, record and implement changes to the OasisZone platform; collate and interpret results of testing and advise if platform is fit for purpose.
- To be responsible for the implementation and customisation of the SharePoint environment as well as supporting the development of relevant content in line with the objectives of the agreed development plan.
- Ensure that all new deployments, repairs and fixes are fully tested for functionality, in different browsers and at different resolutions.
- Contribute to the development of release management procedures and conform to these once implemented.
- Identifying and understanding the limitations of SharePoint online and any associated applications, sourcing and utilising complementary tools to complement its features as well as championing their use with stakeholders across the whole Oasis family.
- To participate in the further development of the OasisZone and associated applications.

E. OASIZONE ADOPTION AND RESOURCE DEVELOPMENT

- Translating the pedagogic ideas and aspirations of teaching staff into effective e- learning practice.
- To innovate and develop efficient and effective ways to use new technologies in learning.
- Work closely with staff in the design and production of robust and attractive online educational materials, to ensure consistency of format, style and accessibility across an Academy's curriculum.
- Assist staff to improve the design and format of existing documents, worksheets, web-pages and other materials that will be hosted on the OasisZone.
- Liaise with the Academy/Business Unit team members to further the development of their SharePoint sites and to encourage the adoption of the productivity tools available via the OasisZone and within associated applications.
- Use and evaluate a range of strategies to engage staff and students in the changes needed to embed the use of the OasisZone across all areas of the Oasis family.
- Expose appropriate OasisZone functionality to the Academy and Business Unit teams; encouraging them to use this to support productivity, efficiency and lesson delivery.

F. TRAINING SERVICES

- Identify staff development needs with regard to their understanding of, and proficiency in using OasisZone related technologies.
- Work with stakeholders to develop and implement an appropriate staff training plan
- Deliver training and encouragement to staff and students in workshops, one-to-one or formal sessions as defined in the agreed service level
- Document progress of the staff and student training plan as agreed with stakeholders
- Create training materials to support the use of OasisZone technologies in conjunction with staff across Academies and Business Units
- Ensure that the IT Service Desk and local IT staff are competent in the on-going administration and support of user accounts, AD groups, system functions and available productivity tools and ensure that security measures are in place to control access to the OasisZone and associated applications.
- Include the Academy media technician (or similar member of support staff) is included in all relevant training sessions with a view to taking over the ongoing support and development of content and resources at Project closure.
- Conduct presentations, internally and externally, to promote the use of the OasisZone and associated applications.

G. PERSONAL DEVELOPMENT

- Attend relevant courses and actively seek to broaden knowledge and skills relevant to the responsibilities of the role.
- Regularly access key websites to keep abreast of changes and developments in OasisZone related technologies.

H. GENERAL

- Adopt flexible working practices, which will include travel to other Oasis Academies and Business Units, working on or off site as required.
- To champion the use of other innovative technologies to support all Oasis staff and students to get the very best from current and future investment in IT.
- To carry out any other reasonable duties at the request and discretion of the ICT/Education Manager.

I. SAFEGUARDING CHILDREN

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

OasisZone (SharePoint) Consultant & Programme Manager Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	Degree or other Higher Education Qualification, OR equivalent. advanced ICT design/multimedia qualification or equivalent comparable experience.	Substantial practical experience in a relevant work area together with a vocational/academic qualification at NVQ level 4 or equivalent.
Experience, Skills and Knowledge	- Excellent development skills using SharePoint Designer, Visual Studio or similar technologies. - Good oral and written communication skills. - Time management skills. - Creative flair and passion for good design. - Accuracy and attention to detail. - Excellent presentational and organisational skills. - Project management experience.	- A strong application development background. - Experience of working within an e-learning environment. (moved from essential). - Knowledge of, or experience working to an SLA. - Experience of working within the field of digital design. - Knowledge of media software such as HTML Dreamweaver, Photoshop, JavaScript and Flash. - An excellent understanding of web technologies, content management systems e.g. web development, graphics and animation software e.g. Adobe CS6 suite.

		• Knowledge of current web design trends and techniques.
Personal Qualities	• Commitment to working as a positive and constructive team member. • Ability to manage a complex workload, to work independently and to tight deadlines. • Pro-active learner. • A flexible approach to work, willing to work evenings and travel to Academy or Business Unit sites as required. • Commitment to high educational, professional and personal standards. • Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues. • Ability to relate to senior staff such as department heads, curriculum leaders, teaching staff and young people and form appropriate staff/student relationships. • Ability to demonstrate good judgment , decision making, integrity and a confident manner. • Emotional resilience in working with challenging behaviours. • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	