

Solution Architect (Power Platform)

Job Ref: REQ260472

Department summary:

IT Services is located in Holywell Park, a scenic part of our green campus with good transport links and ample parking. Recognised as one of the top institutions nationally for IT resources and facilities in the National Student Survey, Loughborough's IT Services team is proud of its reputation for excellence. We foster a friendly and supportive culture that values work-life balance, offering flexible and hybrid working opportunities. Our staff enjoy collaborating on innovative, University-wide projects that bring together a rich mix of skills, backgrounds, and experiences.

Job Description

Job Family and Grade: Management and Specialist Grade 7

Job Purpose

You will take ownership of the secure, sustainable and scalable adoption of automation and AI capabilities across the University, while also providing technical leadership and hands-on expertise where appropriate.

You will lead business stakeholders, Business Analysts and Enterprise Architecture in translating requirements into robust solution designs, defining architecture patterns across applications, data, integration, and automation.

You will provide clear technical leadership for a group of citizen developers across the University through the solution lifecycle, setting standards for security, governance, and maintainability.

You will operate with substantial autonomy within existing Platforms service management standards, ensuring Power Platform aligns with established approaches to security, identity, integration and service delivery.

In addition, you will lead the development and implementation of platform standards, environment and licensing strategy, governance frameworks for Power Platform, supporting its safe and sustainable adoption across the University. This includes providing technical leadership on areas such as environment configuration, data loss prevention, integration design and lifecycle management while supporting the ongoing and effective operation of the platform.

Job Duties

- Take full responsibility for the Power Platform environment, ensuring it is appropriately set up and configured
- Lead, define and communicate good design patterns, technical standards and guard-rails that meet business needs, protect data, ensure supportability and manage license costs
- Set and own Power Platform technical standards in line with existing architecture principles, standard procedures and the strategic goals of the University, in collaboration with Enterprise Architecture and other IT teams
- Collaborate with Business Analysts to translate identified business requirements into appropriate designs to feed a pipeline of pilot Power Platform automations
- Collaborate with trainers and change managers to ensure that the design patterns and technical governance for Power Platform are accurately reflected in training materials for Citizen Developers
- Lead trained citizen developers in departments across the University to help them apply the technical standards in their work, and to review their work for safety and compliance.

- Working autonomously, continuously adapt and improve standards and technical governance to respond to changes in the University's needs and the technical and commercial aspects of the Power Platform tools

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility outlined in the document.

Organisational Responsibility

Reports to the: Collaboration and Automation Team Manager

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as stage 1 in the table below.

When completing your application form, please reference the section [EC1, EC2, DC2, etc] when you describe your experience that demonstrates how you meet the listed criteria.

Stages of assessment are as follows:

- 1 – Criteria measured from the Application
- 2 – Criteria measured within Interview

Essential Criteria

Area	Criteria	Stage
Experience	[EC1] Experience with governance, administration or operation of the Microsoft Power Platform at scale, including environment management, Data Loss Prevention and security configuration.	1,2
	[EC2] Experience providing technical leadership across the solution lifecycle, including design, build, deployment and support and playing a leading role in the delivery of projects and service improvements.	1,2
	[EC3] Experience defining or contributing to architecture standards, governance frameworks and controls (e.g. Data Loss Prevention, access control, environment strategies).	1,2
	[EC4] Experience translating business requirements into end-to-end solution designs, including applications, data, integration and automation.	1,2
	[EC5] Experience designing and implementing integrations, including data models and data flows, between cloud platforms, Microsoft 365, Azure services and/or on-premises systems.	1,2
	[EC6] Experience designing and supervising the delivery of solutions using Microsoft Power Platform technologies (e.g. Power Apps, Power Automate, Power BI and AI capabilities such as Copilot Studio or Virtual Agents).	1,2

Skills and abilities	[EC7] Ability to communicate complex technical concepts clearly to a range of audiences, including technical specialists, non-technical and senior stakeholders.	2
	[EC8] Strong analytical and problem-solving skills, with the ability to identify risks and recommend appropriate solutions.	2
	[EC9] Ability to guide and influence delivery teams, developers and stakeholders in adopting best practice.	1,2
Training	[EC10] Demonstrate a proactive approach to professional development and maintaining knowledge of emerging technologies and best practice.	1,2
Qualifications	[EC11] Degree (or equivalent experience) in a relevant discipline, with demonstrable professional experience in solution architecture or related fields.	1
Other	[EC12] Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression.	1 2

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	[DC1] Experience of monitoring, analysing or optimising usage of Microsoft technologies, including licensing or platform capacity.	1,2
	[DC2] Experience using code-based and automated approaches (e.g. Git-based source control) to manage platform configuration, environments or administrative controls at scale.	1,2
	[DC3] Experience applying IT service management principles (e.g. ITIL).	1,2
Skills and abilities	[DC4] Knowledge of licensing models and cost optimisation approaches for Microsoft Power Platform.	1,2
Qualifications	[DC5] Microsoft certification in Power Platform and other related technologies.	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Uphold and actively contribute to the [University's commitment to Equity, Diversity, and Inclusion](#), ensuring that all duties are carried out in alignment with this.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN award](#) which recognises the importance of support for women at all stages of their career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.