

MICROSOFT 365 DEVELOPER

At Method4 we're development people. We build brilliant and complex solutions and make it look super easy. We have opportunities available for entry-level developers to join our Microsoft 365 team between May and September 2022.

You'll be involved in building solutions, automating processes and analysing data on Microsoft 365, using SharePoint and the Power Platform (Power Apps, Power Automate, and Power BI) and related technologies.

We'll provide all the training you need, and you'll benefit from the support of knowledgeable and friendly colleagues in a great working environment. As well as access to training materials from Pluralsight and Microsoft Azure credits to experiment with the latest cloud technology.

We're a hybrid workplace, where you can choose to work from the office in the centre of Cardiff, home or a blend of both. Our only requirement is the ability to travel to the office on an ad hoc basis if required for meetings or events. We know to create the best technology we need the best people, so we make a real effort to make Method4 not only a great place to work but a place where our people can do amazing things.

We're looking for:

- IT related degree or equivalent knowledge or experience
- An enthusiastic approach to work
- Good communication/interpersonal skills
- Pride in a job well done
- An eye for detail
- A good understanding of working in an Agile way

Desirable but not essential skills:

- SharePoint (on-premises or Online)
- Power Platform
- Agile development (for example SCRUM)

Salary: Starting £28,000.

Benefits: Generous bonus scheme; 25 days holiday per annum (plus bank holidays) increasing by one day for every completed year up to 35 days; Pluralsight subscription; Visual Studio enterprise subscription; cycle to work scheme; charity and social events throughout the year; remote working or a great office space when you want to use it.

Hours: Full (37.5 hours with flexible start and finish times each day) and part-time positions available, please state your preference on your application.

Applications: Please send your CV to jobs@method4.co.uk stating if you're applying for a full or part time position.

PRIVACY NOTICE

Job Applications

What personal data is processed and why?

As an applicant to Method4 we will need to process your personal data to manage our recruitment process and assess your suitability for the role that you have applied, this includes your initial application, further correspondence and data collected through interviews and other forms of assessment.

Our lawful basis for processing your personal data is defined as **legitimate interest** under Article 6 of the General Data Protection Regulations (GDPR).

Special category data, which includes race, ethnic origin, politics, religion, trade union membership, health, sex life and sexual orientation may be processed to monitor recruitment statistics, and to ensure that we can make reasonable adjustments for disabled candidates, if required, prior to employment commencing. The special category condition for processing is (b) under Article 9 of GDPR, and is defined as our obligations as an employer.

Who has access to my data?

Your personal data will be processed by Method4 only, it will not be passed to any third parties.

How long will you keep my data?

Personal data is held for three months after the end of the recruitment process, to allow us to respond and defend against legal claims.

Your rights

You have the right to:

- **Be informed** about your data being processed, which is the basis for this Privacy Notice;
- **Access**, you can request a copy of the personal data that we hold;
- **Rectification**, if your personal data is inaccurate you can request that this is corrected;
- **Erasure**, you can request that we delete your details at any time;
- **Restrict processing**, you have the right to restrict the processing of personal data, if you do this we will cease to process your application and store your data only to defend legal claims;
- **Data portability**, should you require a copy of the data we hold you can receive this in a machine-readable format;
- **Object**, we only process your data to deal with your application so if you object we'll simply stop processing your application and hold your data for the defence of legal claims only;
- **Lodge a complaint** with the Information Commissioner's Office.

Company details

Method4
12-14 Trade Street,
Cardiff,
CF10 5DT

Contact for GDPR enquiries: info@method4.co.uk