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Power Platform Functional Developer (DDaT)

Trade Remedies Authority

Apply before 11:55 pm on Friday 31st January 2025



Trade Remedies
Authority

Reference number

386164

Salary

£35,789

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Higher Executive Officer

Contract type

Permanent

Business area

TRA - Corporate - DDaT

Type of role

Digital

Working pattern

Flexible working, Full-time, Part-time, Compressed hours

Number of jobs available

1

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Location

Our office is in central Reading. We offer flexibility in where you work and we ll expect you to attend the office a minimum of two days a month. When you join us, we expect you to be in the office more frequently to settle into the TRA.

About the job

Job summary

You can get more information about the role and working at the TRA by attending the drop-in session which takes place on 20th January from 10am to 10:30am. You will have the opportunity to ask any questions, including about the recruitment process from application to interview through to offer. You can join the session at any point throughout the hour by clicking on the link: [Join the meeting now](#).

Join our forward-thinking digital team who are leveraging the Microsoft Power Platform and other technologies (including AI) to drive innovation and efficiency. Our vision is to enable our teams to make smarter decisions and take ownership of the experience we deliver to all stakeholders.

The Role: As our Functional Developer in our dynamic digital team, you will play a crucial role in developing innovative products, services, automations and reporting solutions centred around the Microsoft **Power Platform**. You will collaborate closely with cross-functional teams, stakeholders, and technical experts to understand user needs and business requirements. You will collaborate with outsourced digital suppliers and our IT Services supplier to ensure our products and services work.

Your focus will be on delivering high-quality solutions that empower our organisation to achieve its goals.

You will have a crucial role within our Digital Centre of Excellence helping to build capability across TRA and support our citizen developers to innovate.

We will provide you with opportunities to upskill and develop in the role so if you demonstrate potential, we will work with you obtain any necessary accreditations/certifications to become an expert.

Job description

Key Accountabilities:

Design, develop and maintain PowerApps applications (Canvas and Model-driven apps), Power BI Reporting and Power Automate flows.

Implement API connections and custom connections to integrate with external systems.

Ensure solutions are secure, scalable, and adhere to best practices.

Collaborate with team members to design user-friendly interfaces and experiences.

Provide technical support and training to end-users.

Stay up to date with the latest updates and features in Power Platform and related technologies.

Person specification

Essential Attributes:

Experience: Experience with Power Platform or similar low-code technologies is essential.

Technical Skills: Understanding of Microsoft Power Platform tools (PowerApps, Power Automate, Power BI). Familiarity with data modeling, AI Builder, and Power Virtual Agents is a plus.

Learning and Development: A strong desire to learn and upskill in Power Platform technologies. Candidates should be proactive in seeking knowledge and improving their skills.

Problem-Solving: Ability to think critically and solve problems with innovative solutions.

Communication: Excellent communication skills, with the ability to convey technical concepts to non-technical stakeholders.

Teamwork: Proven ability to work collaboratively in a team environment.

Desirable Attributes:

Certifications: Power Platform Fundamentals certification.

Azure: Experience in working with Azure.

Creativity: A creative mindset with a passion for building intuitive and impactful applications.

Adaptability: Flexibility to adapt to new technologies and changes in project requirements.

Personal Qualities:

Enthusiasm: A genuine interest in technology and enthusiasm for digital transformation.

Initiative: Self-starter with the initiative to take on challenges and learn independently.

Attention to Detail: Meticulous attention to detail and a commitment to producing high-quality work.

Cultural Fit: Alignment with the TRAs values and behaviours.

Essential Experience:

Digital Delivery

Experience working in a digital delivery environment, with a solid understanding of the software development lifecycle.

Proven ability to design and build Power Apps applications that solve real user problems, from initial research and design to final delivery.

Experience of using digital tools to support project delivery including Microsoft Power Platform (PowerApps, Power Automate, Power BI), JIRA, MS Teams and Azure DevOps.

Problem Solving

Experience of solving complex problems, making well-reasoned decisions and recommendations and communicating these to your wider team.

Stakeholder Collaboration

Proven experience in managing relationships with diverse stakeholders, particularly senior business leaders and technical teams.

Can facilitate discussions within the team or with stakeholders to understand user needs aligning to team's goals with stakeholder expectations.

Agile Principles

A strong understanding and practical experience applying Agile principles to software delivery.

Ability to manage change, iterate rapidly, and ensure continuous delivery of value to stakeholders.

Technical skills

We'll assess you against these technical skills during the selection process:

The task will be to create a small power app module. Further information will be communicated to shortlisted candidates prior to the interview.

Benefits

Alongside your salary of £35,789, Trade Remedies Authority contributes £10,368 towards you being a member of the Civil Service Defined Benefit Pension scheme. Find out what benefits a Civil Service Pension provides.

Please refer to the candidate pack attached for further information.

Useful Information for Existing Civil Servants:

Existing Civil Servants should note that working for the TRA, you will be employed as a public servant. This means:

This vacancy is for a position in the Trade Remedies Authority (TRA). TRA employees are not Civil Servants. Individuals applying for this role from the Civil Service are advised to review terms prior to accepting the offer. Key terms are outlined in the benefits section of this advert (these are not exhaustive). Individuals can also discuss with hiring managers and the TRA People Team on resourcing.enquiries@traderemedies.gov.uk

Your continuity of service for employment protection will start on the day you join us. We are not an employer of the Crown and therefore cannot recognise previous employment with the Civil Service for the purpose of qualifying for Employment Rights. An employee must have 2 years length of service with TRA before Employment Rights are recognised.

If you are a member of the Civil Service Pension scheme, your membership and reckonable service will continue with us, providing there is no break between your Civil Service employment and your employment as a public servant with TRA.

We will recognise the annual leave you have built up, up to a maximum of 30 days, and the sick pay entitlement taking account of your length of service in the Civil Service.

If you choose to re-join the Civil Service at any point in the future, this will be according to the policies of the department you are joining following your resignation from TRA. You may also wish to be aware that under Exception 5 of the Civil Service Commission's Recruitment Principles, the re-employment of a former Civil Servant is possible within a maximum of five years of leaving the Civil Service, subject to qualifying criteria being met and depending on the policies of the department you are joining.

Things you need to know

Selection process details

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Experience and Technical skills.

How to Apply

As part of the application process, you are required to submit a CV and a Personal Statement of no more than 750 words demonstrating how your experience, skills and attributes meet the requirements for the role.

Shortlist

The panel will consider your application against the Essential Criteria for the role. Shortlisted candidates will be invited to an interview.

Interview

The interview assessment will consist of a pre-interview technical task, a presentation followed by an experience-based interview. Candidates who are successful at sift will be contacted with further information.

Expected Timeline:

Advert Closing Date : 31st January 2025.

Shortlist : 3rd February 2025 - 7th February 2025.

Interview : w/c 17th February 2025.

Your interview will be conducted virtually.

Further Information

A reserve list may be held for a period of 12 months from which further appointments can be made.

Any move to TRA from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk>

If successful and transferring from another Government Department a criminal record check may be carried out.

In order to process applications without delay, we will be sending a Criminal Record Check to Disclosure and Barring Service on your behalf.

However, we recognise in exceptional circumstances some candidates will want to send their completed forms direct. If you will be doing this, please advise Government Recruitment Service of your intention by emailing Pre-EmploymentChecks.grs@cabinetoffice.gov.uk stating the job reference number in the subject heading.

New entrants are expected to join on the minimum of the pay band.

Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had

their employment continued. Any applicant's details held on the IFD will be refused employment.

A candidate is not eligible to apply for a role within the Civil Service if the application is made within a 5 year period following a dismissal for carrying out internal fraud against government.

Reasonable Adjustment

If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes.

If you need a change to be made so that you can make your application, you should:

Contact Government Recruitment Service via trarecruitment.grs@cabinetoffice.gov.uk as soon as possible before the closing date to discuss your needs.

Complete the Assistance required section in the Additional requirements page of your application form to tell us what changes or help you might need further on in the recruitment process. For instance, you may need wheelchair access at interview, or if you're deaf, a Language Service Professional.

If you are experiencing accessibility problems with any attachments on this advert, please contact the email address in the 'Contact point for applicants' section.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check.

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Alex Ashcroft

Email : Alex.Ashcroft@traderemedies.gov.uk

Recruitment team

Email : trarecruitment.grs@cabinetoffice.gov.uk

Further information

The law requires that selection for appointment is on merit based on fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles, which can be found at: https://civilservicecommission.independent.gov.uk/wp-content/uploads/2019/03/02a_RECRUITMENT-PRINCIPLES-April-2018-FINAL-.pdf. If you feel your application has not been treated in accordance with the Recruitment Principles, please contact: resourcing.enquiries@traderemedies.gov.uk. If you are not satisfied with the response you receive, you can contact the Civil Service Commission (at: <https://civilservicecommission.independent.gov.uk/recruitment/civilservicerecruitmentcomplaints/>).

