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# Dynamics Developer

Intellectual Property Office

**Apply before 11:55 pm on Monday 23rd February 2026**

**Reference number**

447673

**Salary**

£36,736 - £46,743

Maximum salary amount includes Recruitment Retention Allowance and Technical Allowances of up to £8,420. Final salary package will be dependent on skills and experience.

A Civil Service Pension with an employer contribution of 28.97%

**Job grade**

Higher Executive Officer  
B3

**Contract type**

Permanent

**Business area**

IPO - DDaT

**Type of role**

Digital  
Information Technology

**Working pattern**

Flexible working, Full-time, Part-time

**Number of jobs available**

1

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## Location

Newport, NP10 8QQ

## About the job

### **Job summary**

#### **Dynamics Developer**

The IPO is a modern organisation which depends on its IT services to operate and innovate effectively. To provide up to date services to our customers systems need to be developed, improved, and maintained. This position plays a pivotal role in ensuring the core applications are reviewed and continually improved.

You will need the appetite to learn new technologies and methodologies for delivering high quality IT services. In this role you will work within a multi-disciplined squad using several technologies to build enterprise grade services. You will be expected to be proactive and take accountability for the squad assigned deliveries. The role will also require the investigation, diagnosis and fix of any system issues. Opportunities to contribute to the technical strategy are also available.

As a multi-skilled individual specialising in MS Dynamics and Power Apps, you will have the opportunities to develop and mature skills in a core role but

extend this to skills typically aligned to other role types. You will have a high level of input in defining which additional skills you can develop.

## **Working Style**

This role will be carried out in-line with IPO Hybrid working arrangements where staff are currently expected to spend at least 20% of their time working onsite from one of our offices. This role is based in our **Newport Office**.

The requirement for attendance at an office location can vary by role so we would encourage candidates to discuss working arrangements with the recruiting manager to agree a reasonable balance between working from home and the office.

## **Job description**

**Main duties consist of but are not limited to:**

### **Technical**

Be responsible for the design, coding, configuration, testing and documentation of large, complex or mission critical applications in a cloud first environment using Dynamics and Power Platform in MS Azure

Configure and customise both model model-driven and canvas apps

Develop Power Automate Flows via connectors to the Dataverse and other data sources

Develop Power platform integrations with other Azure components such as Logic Apps, Azure Service Bus, Azure Functions and SharePoint

Work closely with test engineers to reach a common understanding of acceptance criteria, the code base and test coverage

Proactively investigate problems and opportunities in existing processes, evaluating and communicating findings and recommendations to stakeholders

Identify defects, incidents, risks and issues in line with IPO standards

Work within a multi-disciplinary team to deliver highly user focused and successful digital services ensuring governance standards are adhered to

Assist in implementing toolkits and APIs for purposes such as integration, performance optimisation, security and scalability

## **Behavioural**

Work collaboratively with IT and stakeholders, share knowledge and expertise with your wider team, aspire to be a role model within the organisation, champion our culture of learning, development, cross-company collaboration and teamwork

Keeping an open mind and exploring innovative ways to solve problems, working in a fail-fast fashion to provide required functionality

Promote and display the IPO and Civil Service Values

Share knowledge and expertise with your wider team, aspire to be a role model within the organisation, champion our culture of learning, development, cross-company collaboration and teamwork

Drive your own training and self-development, keeping skills up to date and learning new skills

Embrace a continuous improvement ethos

## **Personal and Team Development**

Share knowledge and expertise with your wider team, aspire to be a role model within the organisation, champion our culture of learning, development, cross-company collaboration and teamwork

Drive your own training and self-development, keeping skills up to date and learning new skills

## **Person specification**

### **Essential Experience**

Experience in delivering technical solutions

Experience with modern delivery models such as Scrum and Agile

Understanding of DevOps principles

Experience of working with cloud technologies such as Azure

### **Essential Technical**

Experience of MS Dynamics CRM and/or Power Platform

## How to Apply

Click the '**Apply now**' button and complete the application form by providing the following:

### Your CV

Upload an anonymised copy of your current CV. Please remove all identifying markers such as name, title, education institution etc.

Make sure it clearly shows how you meet the essential criteria listed in the Person Specification.

### **AI Usage**

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

For further information on the sift and interview stages of this recruitment campaign, please head to our 'Things you need to know' section below.

Please visit our Civil Service Careers page - **[IPO Recruitment Support, Civil Service Careers \(civil-service-careers.gov.uk\)](#)**

**If you require job-specific information, please contact Dominic Read**

**E-mail: [Dominic.Read@ipo.gov.uk](mailto:Dominic.Read@ipo.gov.uk)**

**Telephone: 01633 433189**

### Behaviours

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

Developing Self and Others

Delivering at Pace

Working Together

## Technical skills

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

At interview you will be assessed on technical criteria

## Benefits

Alongside your salary of £36,736, Intellectual Property Office contributes £10,642 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

Unlimited Pluralsight video learning access

Access to Microsoft's ESI training suite

Hybrid working with no core hours

Substantial support for career progression

25 days annual leave moving to 30 days in annual increments

You will also get 8 days public leave and 1 day privilege leave

**For more information about what's on offer at the Intellectual Property Office please review our IPO benefit pack attached to the bottom of this advert.**

**Please note that benefits may be subject to change.**

## Things you need to know

### Artificial intelligence

Artificial intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance \(opens in a new window\)](#) for more information on appropriate and inappropriate use.

## **Selection process details**

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

## **Additional details on security and vetting**

Successful candidates must pass a **disclosure and barring security check** and if successful you must also hold, or be willing to obtain, a **higher Security Clearance**.

For meaningful checks to be carried out individuals will need to have lived in the UK for a sufficient period of time, depending on the level of clearance, to enable appropriate checks to be carried out and produce a result which provides the required level of assurance. For this role the successful individual will need to have **consistently lived in the UK for a minimum 5 years** in order to meet the relevant security clearance.

Further information on the vetting process can be found at [National security vetting: clearance levels - GOV.UK](#)

If you have questions regarding this or are unsure if you meet the eligibility criteria, please contact [Recruitment@ipo.gov.uk](mailto:Recruitment@ipo.gov.uk)

## **Stage 1 Sift**

An initial sift of applications will be carried out to create a shortlist. This will be based on the evidence provided for the following Success Profile elements:

### **Experience**

Your CV will be used to assess your suitability for the role

## **Stage 2 Interviews**



If invited to interview **Behaviours and Technical** based questioning will be used.

Please note candidates that proceed to the interview stage will be required to deliver a presentation against the Technical Success Profile. Further details will be provided in the invite to interview information.

Specific information regarding the Success Profile elements that will be assessed at interview will be contained within the interview invitation.

### **Interviews for this role will be carried out virtually via Microsoft Teams**

This recruitment campaign will keep a reserve list for 12 months. If you meet the requirements for this role but aren't offered after passing the interview, you'll be placed on the reserve list. If a suitable position opens up during this time, we will reach out to individuals in merit order.

**Applicants to note:** CVs sent direct to the IPO will not be accepted.

There may be important information contained within the job role profile candidates may also wish to refer to. We recommend candidates download and save a copy of the role profile for reference.

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

This post is being advertised to **Internal, across Government** and **external** candidates at the same time.

Incomplete and/or late submissions will not be accepted or considered. Feedback will only be provided if you attend an interview or assessment.

We do not routinely reimburse travel expenses for candidates, however if participating in the selection process would cause you undue financial

hardship or if it restricts your ability to participate, please contact the recruitment team for more information.

In line with Government guidance, successfully appointed candidates will need to provide documents for our Right to Work checks. Information on this will be sent within the invite to interview text.

If you require a reasonable adjustment at any stage of the recruitment process, then please let the recruitment team know via [recruitment@ipo.gov.uk](mailto:recruitment@ipo.gov.uk)

**For more information on the IPO's terms and conditions, please review the attached IPO Modernised Terms and Conditions document attached at the bottom of this advert.**

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

## **Security**

Successful candidates must undergo a criminal record check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check \(opens in a new window\)](#).

[See our vetting charter \(opens in a new window\)](#).

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.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

## **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

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

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 : IPO Recruitment team

Email : [recruitment@ipo.gov.uk](mailto:recruitment@ipo.gov.uk)

Recruitment team

Email : [recruitment@ipo.gov.uk](mailto:recruitment@ipo.gov.uk)

### Further information

Commissioners Statement

The Civil Service recruits by merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles.

Complaints Procedure:

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, please contact;

Penny Phillpotts

Intellectual Property Office,

Concept House,

Cardiff Road,

Newport,

NP10 8QQ.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission at: <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>

