



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Post Title & Subject Area:	IT Solutions Specialist, Power Platform
Unit:	Information Solutions and Services (ISS)
Post Duration:	Fixed Term
FTE:	1 FTE
Grade:	Grade 4
Reports to:	Head of Information Management and Student Records, ISS
Comp Ref:	011747



1. Job Advertisement

Applications are invited for an appointment as an IT Solutions Specialist - Power Platform, Grade 4, 1 FTE in Information Solutions and Services (ISS) at University of Galway.

Appointment will be offered on a fixed-term basis on a 7-year contract. A panel may be formed from this competition.

Information on the University's Strategic Plan is available at: [Strategy - University of Galway](#)

For informal enquiries, please contact: adrienne.murray@universityofgalway.ie

Salary: €54,583 - €70,499 per annum pro rata for part time/short term roles (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [QA321 University's Remuneration & Payroll Policy](#).

This appointment will be made on the Grade 4 pay scale in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) on Thursday, 21st of May 2026. It will not be possible to consider applications received after the closing date.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation. Further details are available at www.dbei.ie

For more information and Application Form please see [Jobs - University of Galway](#). Applications should be submitted online. Please see further information on how to apply here: [E-Recruit - University of Galway](#) and [Guidelines for On-line Applications \(universityofgalway.ie\)](#)

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

University of Galway is an equal opportunities employer.

2. Role Relationships

Reporting directly to the Head of Information Management and Student Records, ISS, the post holder will have specific daily contact with:

- ISS Senior Management Team
- ISS staff
- Vendors / External Consultants
- University Staff

The post holder has general contact with:

Customers

- Engage with ISS customers/stakeholders on all aspects of delivering and developing IT services, ensuring customer requirements are met in all changes
- Hold regular project reviews relating to ongoing work ensuring adherence to all principles, policies and standards
- Ensure solutions meet customer requirements; co-ordinate and communicate changes with customer to project scope/budget deliverables as per methodology

Users

- Where appropriate, engage with users at all levels on matters relating to projects including requirements definition/understanding, design impact on capabilities and processes, testing and deployments.
- Be available to support User Service Issues (level 3)

ISS Team Members or consultants

- Professional interactions with IT staff in the delivery of objectives
- Management of any staff as assigned to aid in completion of work activity and assigned tasks including budgetary, schedule and quality
- Support of Level 3 issues

Suppliers /Partners

- Strategic management of vendors/partners engaged to deliver projects and services
- Provide feedback and advice re partners/suppliers as needed

ISS/ University Working groups/Committees' and professional bodies related to service management and development

- Professional bodies related to Information Management
- Internal working groups related to Information Management & Data Integrations

General Contact with

- Office of Government Procurement (OGP)
- Education Procurement Services (EPS)
- HEAnet / EduCampus / JISC
- All public sector procurement agencies
- External audit agencies for example C&AG
- Other university IT departments

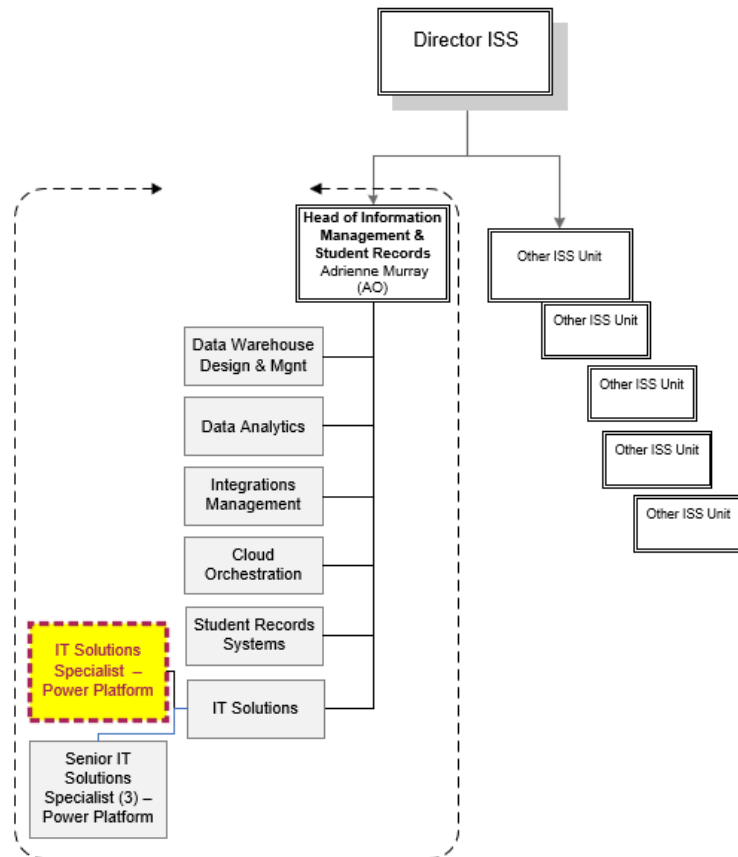
Organisation chart to illustrate position of job holder:

ISS has received funding to support the development of a new ISS Operating Model. ISS will be creating an IT Solutions Centre of Excellence for the University, utilising the Power Platform capabilities. The role of **IT Solutions Specialist, Power Platform** will be central to building this capability.



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Réitigh agus Seirbhísí Faisnéise
Information Solutions & Services



Apr 2026

3. Main Purpose of Job

ISS is seeking an **IT Solutions Specialist, Power Platform** to support the establishment of a new IT Solutions Centre of Excellence, for MS Power Platform. This is an exciting new role which will be pivotal in driving innovation and automation through Microsoft Power Platform technologies, and an enabler for internal staff to build scalable, secure, and efficient solutions. The successful candidate will work as part of a team to deliver solutions and champion a Citizen Development culture, fostering low-code/no-code adoption across the University.

Proven experience in implementing MS Power Platform solutions, requirements analysis, communication skills, customer relationships and problem-solving skills, are critical to successful performance in this role.

The **IT Solutions Specialist, Power Platform** will:

- Manage and develop a portfolio of Power Platform solutions for the University needs. Develop work plans, and estimates for stakeholder's change
- Work as part of a small team of Power Platform developers to deliver and maintain the work pipeline
- The successful candidate should have a solid understanding of MS Power Platform toolkit and evolving low-code/no-code technologies
- Ensure data requirements are analysed and documented and agreed to an appropriate level before commencing IT Change
- Have experience of working on multiple projects in multiple teams
- Work closely with the IT teams to ensure solutions adhere to all IT principles, policies and good architecture practices
- Develop a trusted professional relationship with all parties, internal stakeholders, partners, vendors and IT team members
- Assume service ownership for the applications and provide technical leadership to colleagues and other stakeholders in respect of these.

The post-holder will act as the representative for ISS and main point of contact for specific IT Changes providing consultancy and advice on all aspects relating to Power Platform Solutions.

4. Main Duties and Responsibilities

The IT Solutions Specialist will contribute to the entire solution lifecycle for Power Platform IT Changes from initial analysis to deployment in a production environment and service support.

Solution Development & Delivery

- Design and develop applications using Power Apps, Power Automate, Power BI, and Dataverse, or other low-code/no-code platforms, as appropriate
- Develop automated workflows using Power Automate
- Create analytical dashboards and reports in Power BI using best-practice data modelling.
- Configure and manage Dataverse tables, relationships, business rules, and security roles.
- Integrate Power Platform solutions with existing systems and data sources.
- Ensure quality control by testing and validating new processes to ensure accuracy, consistency and requirements are met. Testing Environments to be created and maintained.
- Deliver agreed change in line with requirements and solutions design
- Create knowledge repository of standards / practices / solutions delivered
- Ensure scalability, maintainability, and performance of solutions
- Work as part of a team of specialists to deliver a portfolio of Power Platform Projects
- Build relationships with key delivery partners
- Develop work plans and estimates

Citizen Development Community

- Mentor and guide citizen developers to build secure and compliant apps.
- Promote the Power Platform capabilities across University communities

Collaboration & Stakeholder Engagement

- Partner with internal business units to identify automation and digital transformation opportunities.
- Act as a liaison between IT and business teams to ensure alignment on solution delivery.

Continuous Improvement

- Stay current with Power Platform updates and low-code emerging technologies.
- Drive innovation by introducing new capabilities and features to enhance business processes.

Requirements Analysis

- Thorough analysis and documentation of user requirements
- Development of business processes workflows, and data requirements for change
- Perform regular audits to ensure the integrity and quality of integrated data
- Ensure adherence to data security and privacy regulations

Service Ownership

- The post holder will act as Service Owner, responsible at a high-level for the availability and performance of the Power Platform solutions, and for related customer and supplier engagement to ensure the service meets the needs of the customer and its users

Communication

- Promote the Power Platform capability among University stakeholders, ensuring stakeholders understand the long-term value and benefits
- Ensure all stakeholders understand the functional and technical aspects of the Power Platform capability
- Interface with various ISS team members and Business stakeholders on a regular basis

General

- Ensure all activities are carried out in accordance with University of Galway IT Policies, and report any deviations as encountered
- Contribute to other ISS related activities and support University staff as reasonable and necessary in line with the post
- Undertake such other duties as may reasonably be requested by the line manager or Director ISS and that are commensurate with the nature and grade of the post
- Represent ISS and University as appropriate

5. Requirements for the role:

The successful candidate will demonstrate the eligibility requirements below in terms of qualification, skills and experience:

Essential Criteria

- HETAC Level 8 qualification in computer science, data science, software engineering, business/management information systems or equivalent.
- Two years' experience delivering Power Platform / low-code/no-code solutions
- Proven experience in Microsoft Power Platform (Power Apps, Power Automate, Power BI, Dataverse).
- Experience integrating Power Platform with Enterprise databases and third-party systems.
- Strong communication and stakeholder management skills.
- Familiarity with data-intensive applications e.g. Student Records, HR, Financial Management, CRM systems
- Demonstrable ability to operate independently and effectively in terms of work delivery and decision-making.
- Strong communication and influencing skills
- Excellent analytical and problem-solving skills
- Strong presentation skills

- Excellent organisational, relationship building and written/verbal communication skills.

Desirable Criteria

- Microsoft Certified: Power Platform Solution Architect, Functional Consultant, App maker or Developer Associate
- Experience with Agile methodologies and DevOps practices.
- Experience with data modelling, UX design principles, or RPA
- Strong understanding of relational database structures, theories, principles, and practices, including Microsoft SQL Server
- Experience integrating Power Platform with Azure services and third-party systems.
- Demonstrable knowledge of multiple technology integration approaches such as ; Rest API's, Web Services, micro services, SOA, JSON, soap etc. in a mixed environment of SaaS and locally hosted application
- Data Visualisation Tools (e.g. Power BI)
- Knowledge in Cloud data solutions e.g., MS Azure Data Factory
- Basic Understanding of Social Data Integration (Data Lake enablement)
- Knowledge of University Enterprise Applications and data models
- Ability to understand the University's business context.

Attributes

- Commitment to customer service excellence
- Strong delivery focus
- Self-motivation, initiative, and a flexible approach to change and to variable work demands
- Outward-looking, proactive attitude
- Business-like and pragmatic approach

The above criteria will be utilised to shortlist and select candidates for interview.

Application

A. Existing University of Galway employees

If you are an existing University of Galway employee, please use the University of Galway Core Portal to apply for this post. The following is a link to the Core Portal <http://ess.universityofgalway.ie>. Core Portal user guides can be found at <https://www.universityofgalway.ie/human-resources/employeeselfservice/>. Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/times cannot be extended for user error.

Unfortunately, late applications cannot be accepted.

Please note agency staff will need to have three months' continuous service at the closing date of the advertised post. Further information on CORE portal can be found here [CorePortal User Guide - University of Galway](#).

Employment permit restrictions apply for this category of post.

The completed application document must be submitted online to reach the Human Resources Office no later than **17:00 (Irish Time) on Thursday, 21st of May 2026**.

B. All applicants will receive an acknowledgement of application.

If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@universityofgalway.ie or telephone 091-492151.

C. Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees are ineligible to apply for this position.

D. Pension Entitlements:

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Compulsory retirement age will be 70.

F. Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Please refer to Revenue circular <https://www.revenue.ie/en/tax-professionals/tdm/income-tax-capital-gains-tax-corporation-tax/part-05/05-05-19.pdf> for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from University of Galway.

G. Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

H. Declaration:

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's

right to be re-employed in the public service. However, it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

J. Work Permits:

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible. For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website www.djei.ie. Please see list of ineligible categories for work permits at <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility//>

Assessment Procedure

A. Board of Assessors

Applications will be considered by a Board of Assessors, who will shortlist and interview candidates. All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

B. Interview Dates

Candidates will be advised of arrangements in due course. We endeavour to give as much prior notice as possible for interview dates etc. Candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

C. Referees

Referees listed on the application form of the successful candidate will be contacted following interview, with the exception of academic posts.

D. Offer

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority. The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination.

Once a conditional job offer has been made, the candidate will be asked to complete a confidential pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post. The information provided on the questionnaire will be used (i) to assess the candidate's medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

Human Resources Office.