



Job description

Job title	SharePoint Specialist/Manager
Department	Technology
Contract	Fixed Term 18 Months
Salary	£39,790 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Head of Information Technology
Responsible for	SharePoint Site / Administration

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

We are looking for an experienced M365 SharePoint Specialist who will be a key contact for teams across Tate on SharePoint Online and its associated plug-in, playing an important role in information management and system administration. You will be responsible for administering, using and improving Tate's SharePoint environment so it effectively supports all Tate teams.

The role works closely with the business, Technology and Records Management colleagues to ensure compliant, efficient, and sustainable workspace and information management practices, including system administration, storage management, site provisioning, records lifecycle control, and migration activities into T-REC (the new Tate Electronic Document and Records Management System). The postholder will play a key role in embedding governance, supporting users, delivering efficiencies and continuously improving the SharePoint and wider M365 system in conjunction with our third party software provider, Avepoint.

This is a very exciting time to join Tate. We have recently completed the organisational rollout of SharePoint Online with AvePoint Opus records lifecycle.

About your team

The Technology Team work to ensure that systems and solutions that are in use at Tate are available and maintained for use across all Tate locations.

We work with suppliers and internal teams to ensure systems are kept up to date.

We do all this in a friendly, approachable and flexible manner that demonstrates Tate's approach of being open in our decisions, imaginative in our solutions, and rigorous in ensuring that we have solutions and systems compliant and fit for use.

What you will gain

- A unique cultural context: The opportunity to shape and manage a modern SharePoint Online deployment within one of the world's leading galleries, supporting teams that bring creativity, research and public engagement to life.
- Meaningful impact: A central role in improving how information is structured, accessed and shared across Tate—enabling better collaboration, knowledge management and digital experiences for staff and audiences alike.
- Professional growth: Exposure to a complex, enterprise-scale Microsoft 365 environment, with opportunities to deepen your expertise in SharePoint Online, governance, information architecture and digital workplace strategy, and of AvePoint software.
- Cross-functional collaboration: The chance to work closely with curatorial, operational, digital and corporate teams, gaining insight into diverse business needs and translating them into practical, user-focused solutions.

- Innovation and influence: A platform to introduce best practices, drive continuous improvement and help shape Tate's evolving digital records management agenda.
- Supportive environment: Access to a collaborative and inclusive workplace culture that values learning, knowledge sharing and professional development.
- Purpose-driven work: The satisfaction of contributing to an organisation committed to making art accessible to all, where your work directly supports cultural engagement and public value.

What you will do (Main Duties and Responsibilities)

- Adopt primary responsibility for administering SharePoint Online environments at Tate, in particular the new Tate Records system based on SharePoint and AvePoint software to ensure the system is stable, secure, and sustainable, and maintaining technical documentation.
- Administer user access and permissions in collaboration with Technology teams, maintaining compliance with organisational policies and best practice, and supporting with process improvement where appropriate.
- Provide second-line support and guidance to users across all Tate sites, promoting effective and consistent use of SharePoint and contributing to business champion/superuser meetings as required.
- Oversee storage management, monitoring usage and implementing optimisation and lifecycle controls in conjunction with Technology and Records Management.
- Support the Records Manager with the maintenance and development of the Tate SharePoint information architecture, ensuring information is structured, discoverable, and aligned to Tate's record keeping requirements.
- Manage the provisioning of new SharePoint sites and libraries within a modern SharePoint architecture, ensuring capture of core metadata, retention, and security classification by design and developing provisioning processes in collaboration with relevant stakeholders.
- Become the Product Specialist for AvePoint Opus and Cloud Governance, supporting the Records Manager with the development of Tate's information and records retention policies and provisioning and lifecycle services, and supporting with change management activities.
- Lead and support post-migration activities, including Phase 2 shared drive migrations and the consolidation and remediation of existing and/or legacy SharePoint environments into T-Rec.

- Embed and support governance practices, providing industry insights and feedback to Tate SharePoint governance forums and developing governance documentation, standards and policies.
- Collaborate with Technology teams, Records Management colleagues, managed service providers and external consultants to continuously improve and champion Tate's SharePoint environment and wider M365 suite, leveraging software capabilities to streamline processes, ensure consistency, reduce manual interventions and improve the end user experience.
- Collaborate with the Records Manager to implement and update record management policies and procedures as needed.
- Champion principles of diversity and inclusion, and the ability to apply and promote these in everything you do at work.

What you will bring to the team

- Strong practical experience of administering SharePoint Online and Microsoft 365 in a complex organisation, including site management, permissions, configuration, governance and user support.
- Good understanding of information management, records management or data governance principles, with the ability to apply them to digital workspaces in a pragmatic and user-focused way.
- Experience of supporting on delivering data, document or shared drive migrations, including planning, remediation, stakeholder engagement and post-migration support.
- Ability to translate business requirements into clear, sustainable SharePoint solutions, balancing user needs with security, compliance, records lifecycle and long-term maintainability.
- Confident communicator with excellent written and verbal skills, able to provide guidance, documentation and training to colleagues with varying levels of technical knowledge.
- Experience of working collaboratively with Technology teams, records or information management colleagues, suppliers and stakeholders to improve services and resolve issues.
- A structured and analytical approach to problem solving, with the ability to prioritise work, manage competing demands and maintain accurate technical or procedural documentation.

- Commitment to creating an inclusive, respectful and accessible working culture, applying the principles of diversity and inclusion in relationships with colleagues, partners and users.
- Experience of AvePoint Opus, Cloud Governance or comparable information governance tools would be an advantage.
- An interest in and commitment to Tate's mission, values and the role of digital systems in supporting access to art, knowledge sharing and public value.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to XX (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation

- Discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 9 October 2026 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.



