



Job description

Microsoft AI Solutions Engineer

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OVERVIEW

JOB TYPE

Contract

DAY RATE

Dependent on experience

HOURS

40 hours per week, typically 09:00 – 18:00

ANNUAL LEAVE

N/A

LOCATION

Fully remote-based, with occasional travel for team meetings and company events throughout the year

REPORTING TO

Head of AI, Data and Digital practice

LINE MANAGEMENT RESPONSIBILITIES

None

SECURITY VETTING

You must have the right to work in the UK without restrictions. This role will require SC level clearance, therefore we will prioritise applicants that already have this in place.

HOW TO APPLY

We operate a name-blind and age-blind recruitment process and ask you not to send us your CV.

THE APPLICATION FORM

Please use the application form on the jobs page of our website.

A key section of the application form is where we ask why you're a great fit for this role. This is your chance to stand out and give us the highlights and successes of your career, education and perhaps voluntary work, so far. Particularly where they match what we're looking for in the 'About you' section of this job description. And let us know how you connect to our values.

Hiring managers will see only this section and your employment and learning history section – they won't see your name or any personal details. This is your opportunity to make a great first impression.

THE RECRUITMENT PROCESS

We believe our recruitment process is an opportunity for us both to assess if we could be a good fit, work well together and deliver with creativity and passion.

If you're invited to interview, you can tell us if there are changes or adaptations, we need to make to facilitate your participation. We want to make our recruitment process transparent, fair and accessible to all – and we're always open to feedback.

For this role, we'll use three stages:

1. All applications are sifted by the hiring manager in a blind review
2. We'll invite shortlisted applicants to meet online with the hiring manager and our Head of People. Applicants will ideally bring examples of relevant projects they've worked on for discussion.
3. We'll ask applicants who do well in the initial interview to attend a second (online) interview to meet with members of the Digital team, during which we'll include additional questions to assess technical expertise and understanding of their approach to problem-solving, as well as getting a feel for the team dynamic.

We aim to give anyone that comes to an interview detailed, constructive feedback. We welcome feedback from you about any stage of our recruitment process.

THE ROLE AND RESPONSIBILITIES

ROLE SUMMARY

We're looking for an experienced developer to join our rapidly growing Digital team and help us push the boundaries of what's possible with AI and agent technologies. This isn't a traditional Power Platform role – while you'll need solid foundations in the Microsoft Power Platform ecosystem, your primary focus will be on exploring, prototyping and delivering innovative AI-powered solutions using Copilot Studio, Microsoft Foundry, Azure and other AI services.

You'll support our Head of Digital in client engagements – joining discovery sessions to help evaluate requirements, ground ambitious ideas in technical reality, and shape solutions that genuinely transform how organisations work. We work across many sectors, including government, legal, financial services, pharma and life sciences, energy, and education - typically large organisations looking to adopt new technologies and ways of working, with a particular focus right now on AI and what it can do for them.

The ideal candidate combines a solid understanding of the Microsoft 365 and Power Platform ecosystem with genuine curiosity about emerging technologies. You're someone who's already experimenting with Copilot Studio agents, who's explored Microsoft Foundry (or is eager to), and who can articulate when a conversational agent is the right solution versus when a more comprehensive Foundry-based approach makes sense.

KEY RESPONSIBILITIES

AI SOLUTIONS & INNOVATION

- Design, develop and deploy Copilot Studio agents (conversational, autonomous, multi-agent) for both internal use and client delivery
- Evaluate and recommend appropriate technologies for client use cases – understanding the trade-offs between Copilot Studio agents, Foundry-based solutions, and traditional automation approaches
- Stay current with Microsoft's rapidly evolving AI capabilities and translate these into practical opportunities for clients
- Prototype and validate innovative approaches before committing to full implementation

CLIENT SUPPORT

- Support client discovery sessions alongside our Head of Digital, providing technical expertise to ground discussions in what's achievable

- Help evaluate client requirements and identify where AI solutions add genuine value versus where simpler approaches suffice
- Translate business requirements into technical approaches and contribute to proposals with realistic technical assessments
- Communicate technical concepts clearly to non-technical stakeholders when needed

POWER PLATFORM & INTERNAL SYSTEMS

- Maintain and enhance our existing Power Apps (canvas apps) for internal business systems including timesheets, client management and project tracking
- Create and manage Power Automate flows that integrate across our Microsoft 365 tenant
- Work with SharePoint Lists that underpin several of our processes and systems
- Support the team with Power Platform expertise as needed

DEVELOPMENT PRACTICE

- Work within our Azure DevOps platform for source control, work item management, and deployment pipelines across Dev, Test and Prod environments
- Write and maintain clear technical documentation
- Contribute to our evolving development practices, including exploring modern approaches such as Power Apps Code Components and custom code solutions

ABOUT YOU

Our values are critical to delighting our clients and to our success. We have three core values we expect you to demonstrate: working together; doing the right thing; delivering with creativity and passion.

Your attitude is as important as your experience, though to deliver well, we're looking for someone who:

- Is excited and curious about emerging technology – you're already experimenting with AI tools, you read about new capabilities, you want to understand how things work
- Can communicate technical concepts clearly – you're able to explain what's possible and what isn't, without jargon, whether that's to colleagues, senior stakeholders or clients
- Balances innovation with pragmatism – you're excited by new technology but grounded enough to know when a simpler solution is the right answer
- Is self-motivated and independent. This is a home-working position, you need to be happy in your own company and able to thrive in a virtual working environment
- Takes a proactive, problem-solving approach - you identify opportunities and challenges before being asked

YOU'LL HAVE

MICROSOFT AND AI

- Hands-on experience with Microsoft Copilot Studio, including developing and deploying agents
- Working knowledge of Azure AI services (Foundry, AI Search, Container Apps, etc.)
- Understanding of when to use different AI approaches – conversational agents, document processing, knowledge retrieval, autonomous workflows
- Solid experience with Power Automate, including complex flows integrating multiple Microsoft 365 services
- Strong knowledge of Power Apps canvas app development
- Strong understanding of SharePoint Lists, permissions, etc.
- Experience with Microsoft Graph API and REST APIs
- Understanding of Entra ID (Azure AD), app registrations and API permissions

DEVELOPMENT FUNDAMENTALS

- Sound understanding of software design principles
- Experience with version control (Git) and CI/CD pipelines
- Familiarity with Agile practices and working in DevOps teams
- Ability to write and maintain clear technical documentation

DESIRABLE SKILLS AND EXPERIENCE

We don't expect candidates to have all of these, but any combination would strengthen your application:

AI AND INNOVATION

- Experience with Microsoft Foundry (formerly Azure AI Foundry)
- Hands-on work with document intelligence, OCR, or other content understanding services
- Experience integrating AI coding assistants (e.g., GitHub Copilot) into development workflows
- Familiarity with MCP servers and emerging AI integration methods
- Experience with other AI platforms or services (Hugging Face, etc.)

DEVELOPMENT

- JavaScript experience, particularly with modern frameworks (Svelte/SvelteKit preferred)
- Experience working with Power Apps Code Apps
- Working experience of Azure services like Static Web Apps, Functions, Logic Apps, Container Apps
- Experience with PostgreSQL or similar databases

MICROSOFT PLATFORM

- Experience with model-driven apps and Dataverse
- Knowledge of Dynamics 365, particularly Sales
- Deep expertise in Power Platform ALM, solution management and deployment processes
- Experience with Power Platform capacity planning, environments, security groups and RBAC

CERTIFICATIONS

Relevant certifications aren't strictly required – we value practical experience and demonstrable skills. That said, they do show commitment to continuous learning, and we'd welcome candidates open to pursuing additional relevant certifications over time.

The following would be relevant to this role:

- Microsoft Certified: Power Platform Developer Associate (PL-400)
- Microsoft Certified: Azure AI Fundamentals (AI-900)
- Microsoft Certified: Azure AI Engineer Associate (AI-102)
- Microsoft Applied Skills: Create agents in Microsoft Copilot Studio
- Microsoft Applied Skills: Build and extend agents using pro-code capabilities in Copilot Studio
- Microsoft Applied Skills: Develop generative AI solutions with Azure OpenAI Service

WHAT WE OFFER

Because we embrace the opportunities from the technology we help roll out, we have flexible working patterns to fit in with your travel, families, personal development and other activities. We think this helps our team be the fully rounded experts our clients need. Alongside generous pay, we try to create a learning and social environment. So while we have a working-from-anywhere set up, you will feel connected and supported.

We give you company leave between Christmas and New Year, monthly staff recognition rewards, contributory pension, private medical care, death-in-service cover and support for your learning and development.

Our support for employees under the [WeCare](#) scheme offers a range of benefits, including access to legal advice and online GP appointments. Some of our team are [trained mental health first aiders](#) and we're always reviewing how we support people's wellbeing.

On top of your salary, we offer referral fees to employees and contractors. We also consider ways to support our team as situations arise – for example we offer paid jury service of up to ten working days.

Our clients depend on our people, and our people should be able to depend on us; as we grow, we continually assess the package we offer.



We are a [Disability Confident employer](#)



We are signatories to the [Prompt Payment Code](#), for prompt payment to our contractors

ABOUT INFORM

Hey, we are The Inform Team, and we're glad you're considering applying for this role!

We are the experts in making digital transformation personal. A mix of change managers, communicators, designers, trainers and strategists, we're all united by a shared purpose: to make change happen.

Before you consider if you're the right fit for the job, we want to make sure we are the right fit for you.

Our story

What started as two lifelong friends at their kitchen tables has grown into a thriving team of over 90 experts and collaborators. Emma Henry and Samantha Kinstrey founded The Inform Team with one clear mission: to put people at the heart of technology change.

Fast-forward to today, and we're a remote-first organisation spanning the UK and beyond. Wherever our clients are, we're there too, bringing diverse skills, experiences and perspectives to every project.

We've worked with public and private sector organisations to help them adopt new technologies and ways of working. From assessing an organisation's digital maturity and recommending changes, to shaping how that change is delivered, creating engaging communications and tailored training programmes.

Our areas of expertise

We are experts in navigating change, driving digital adoption and creating lasting impact.

We distil all that we do into six service areas:

- AI Adoption
- Microsoft 365 adoption
- Change and behaviours
- Communications and engagement
- Learning and adoption
- Pharma and life sciences

Our people

We are powered by our people and always excited to see what new team members bring to their role. We learn from each other and encourage you to learn and develop in your role too. If you have the energy, expertise and enthusiasm to support our clients then we'd love to hear from you. To us, your attitude is just as important as your experience.