**ASSIGNMENT OF DUTIES**

**TITLE**: SharePoint/Office 365 Developer

**CLASSIFICATION**: APS Level 4

**UNIT**: ICT Services Section

**LOCATION**: Sydney

**SUPERVISOR**: Chief Information Officer

**DUTIES**:

1. Develop, manage and administer the SharePoint Online and RecordPoint eDRMS
2. Design, manage and support Microsoft Office 365 applications with data connections to SharePoint Online
3. Provide technical support and additional training to Commission staff on the use of SharePoint/RecordPoint systems
4. Manage, oversee and implement future migrations of existing file and data stores into SharePoint Online
5. Other duties as assigned by the CIO

*These duties are to be performed in accordance with Commission policies including Workplace Diversity and Occupational Health and Safety. Under section 25 of the Public Service Act 1999 the Commission may determine the duties of an employee from time to time.*

**SELECTION CRITERIA**:

Essential

1. Extensive experience working with SharePoint Online and Office 365
2. Excellent oral and written communication skills
3. Ability to work as part of a small team and with minimal supervision
4. Ability to troubleshoot complex problems
5. Completed, or nearly completed qualification in an ICT related discipline

Desirable

Any experience or exposure in the following would be beneficial:

* eDRMS systems
* Sharegate Desktop for migrations
* RecordPoint
* Power Query
* Power BI including DAX
* Power Automate/Flow and Power Apps
* Powershell