

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



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| Sharepoint and Web Services Officer | |
| Position Level | Grade 5, Step 1 - 3 |
| Salary Range  (Full-time) | $ 100,076 to $ 107,776 (based on skills and experience) |
| Reports To | Applications & Information Manager |
| Location | Catholic Education Office, Manuka |
| Employment Type | Full-Time |
| Employment Status | Fixed-Term |
| Employment Term | 12 months |
| Hours Per Fortnight | 76 hours |

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

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| Position Purpose | This role is responsible to provide efficient, effective and timely ICT services to  the Archdiocesan Schools and the CEO. |
| Position Duties | * Develop, maintain, and support the corporate web applications and databases to ensure stability and availability to CEO and Schools * Develop and maintain reporting facilities using SQL Server Reporting Services and PowerBI, including daily checks of regular extract routines and backups. * Provide technical support within the CG SharePoint and corporate C# applications as required. * Consistent with Catholic Education's Statement of Values and Ethics, employees in Catholic Education are responsible for upholding the mission by modelling positive relationships and acting in a manner that creates a safe and productive educational and pastoral environment. * Maintain a clean and safe workspace and abide by workplace health and safety policies and procedures. * Any other duties as assigned by the immediate supervisor. |
| Skills, Attributes and Experience | * Experience in Sharepoint Online SPFx development * Experience in development of Azure Logic Apps and Azure Cloud Functions to support SPFx functions * Experience in report writing tools such as Microsoft Reporting Services and PowerBI. * Extensive experience supporting Sharepoint 2013 in a complex and dynamic implementation * Experience creating and maintaining SSRS and PowerBI Tabular reports * Experience with C#, HTML, Javascript and other associated web platform languages. * Good organisational, written and verbal communication skills * Ability to resolve complex technical issues. |
| Qualifications | * Bachelor Degree in Computer Science / Information Technology or similar with substantial working experience in similar role. |

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the ‘Apply Now’ button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

1. in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
2. in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](https://cg.catholic.edu.au/wp-content/uploads/2019/07/RE-Accreditation-Framework-2019.pdf)

Employment Information Collection Notice CE’s Privacy Policy - [Click here](https://cg.catholic.edu.au/privacy-statement/)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)