



APPLICANT INFORMATION

SharePoint Developer Software Solutions

Thank you for your interest in the position of SharePoint Developer – Software Solutions with Centacare Catholic Family Services.

Should you choose to apply, your application will be assessed on your related qualifications, experience, skills and knowledge.

The Position Description following outlines the 5 Key Performance Indicators (KPIs) and the essential and desired qualifications required for the position.

In support of your application it is anticipated that you will:

1. Submit a covering letter
2. Address each of the 5 KPIs by providing a short statement that demonstrates your experience relevant to the competencies and core responsibilities outlined in the position description
3. Attach or include your up-to-date Resume/Curriculum Vitae and provide contact details of three professional referees with one being for your most recent employer

Please submit your application by the advertised closing date with your Curriculum Vitae (CV) and details of three current referees, either by email or post to:

Please send application to:

Damien Hern
Executive Manager
Finance & Administration
Centacare Catholic Family Services
45 Wakefield Street
Adelaide SA 5000

dhern@centacare.org.au

POSITION DESCRIPTION

SharePoint Developer

Our Vision

To be a human services organisation which values and respects clients through the delivery of responsive, flexible and effective services

Centacare is a Child Safe Organisation

POSITION INFORMATION	
POSITION TITLE	SharePoint Developer
RESPONSIBLE TO	Software Solutions Manager
UNIT	Finance & Administration
AWARD	Packaged – SCHCDS 2010

POSITION DESCRIPTION
<p>The SharePoint Developer works with internal stakeholders throughout the Software Development Life Cycle including analysis, design, development, and testing of Microsoft SharePoint solutions.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> - Assist in the upgrade to SharePoint 2016 - Maintenance of the current SharePoint 2010 platform - Development of custom SharePoint apps, workflows and forms - Contribute to the organisation's IT strategy for software - Aid in future software rollouts

QUALIFICATIONS & CONDITIONS

Essential:	<ul style="list-style-type: none"> - Proven SharePoint 2010/2013 support and development experience - Proven SharePoint 2010/2013 configuration and management experience - Experience with Nintex Workflows - Database development and reporting knowledge - Demonstrated ability in stakeholder engagement and an excellent customer focus - Experience documenting business requirements and aligning these with appropriate technology - Demonstrated technical knowledge and understanding of software development methodologies
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Desirable:	Knowledge of PostgreSQL
Special Conditions:	National Police Clearance

KEY PERFORMANCE INDICATORS (KPI)

To competently perform in this position, the person should possess the following knowledge, skills and experience based upon Key Performance Indicators

KPI 1: CUSTOMER SERVICE

Key Competencies	Key Measures
<ul style="list-style-type: none"> • Act in a professional manner at all times when dealing with internal and external clients and stakeholders • Demonstrate a strong understanding of Centacare and positively promote the organisation both internally and externally • Maintain confidentiality on all issues relating to the organisation, clients and colleagues • Provide prompt and courteous service to all clients; including colleagues, other services and the community • Treat all clients with respect and equality, whilst being responsive to their needs • Demonstrate an awareness of diverse cultural needs. • Maintain a professional manner and be responsive to enquiries 	<p>Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients</p>

KPI 2: PROFESSIONAL AND TECHNICAL SKILLS

Key Competencies	Key Measures
<p>Work Management</p> <ul style="list-style-type: none"> • Time management and task prioritisation • Maintenance of accurate client and/ program files • Thorough knowledge of relevant legislation <p>Working in Partnership</p> <ul style="list-style-type: none"> • Ability to develop strong relationships with key stakeholders • Ability to work closely with management • Work collaboratively with local and relevant services 	<p>Demonstrated knowledge and application of the specific skills required for this position</p>

KPI 2: PROFESSIONAL AND TECHNICAL SKILLS

Key Competencies	Key Measures
<ul style="list-style-type: none">Develop strong relationships with key stakeholders	Demonstrated collaborative work practices

KPI 3: COMMITMENT TO ONGOING DEVELOPMENT AND MANAGING CHANGE

Key Competencies	Key Measures
<ul style="list-style-type: none">Effectively balance work, family and personal commitmentsCommitment to continual professional and personal developmentDemonstrate flexibility and initiative during periods of changeAttend all compulsory training sessions identified by the organisation and undertake other training and development as required	Demonstrated experience and understanding of the need for continuation of both personal and professional development

KPI 4: TEAMWORK AND COMMUNICATION

Key Competencies	Key Measures
<ul style="list-style-type: none">Demonstrate the ability to work consistently and positively within a team to achieve positive outcomesDemonstrate a commitment to teamwork and the maintenance of a supportive work environmentWork harmoniously with other team members to achieve service delivery excellenceResolve any workplace conflict in a professional manner and through the correct organisational processesParticipate in regular and professional communication with the manager and with all relevant colleagues and managersParticipate in supervision and support as requiredActively participate in the Performance and Professional Development review and Plan as required	Demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the Organisation

KPI 5: WORKPLACE RESPONSIBILITIES AND WORK HEALTH SAFETY (WHS)

Key Competencies	Key Measures
<ul style="list-style-type: none">Be aware of, and practice according to the organisation's mission, objectives, core values and strategies	Committed to meeting all

KPI 5: WORKPLACE RESPONSIBILITIES AND WORK HEALTH SAFETY (WHS)

Key Competencies	Key Measures
<ul style="list-style-type: none">• Demonstrate understanding of all relevant external legislation and internal policies and procedures that relate to this position and the Organisation• Participate in and contribute to quality improvement programs and other organisational activities to meet Service/Accreditation Standards• Support the development and maintenance of a best practice WHS culture within the workplace• Participate in and contribute to WHS activities to ensure a safe work environment for clients, community, staff and visitors• Adhere to safe work practices• Implement actions in WHS plans as required• Ensure that all documentation is accurate and completed in a professional and timely manner• Coordinate filing and administration in a professional and orderly manner• Ensure all records are maintained according to Centacare's WHS policies and procedures	<p>legislative and organisational responsibilities and working in accordance with policies and procedures</p> <p>Demonstrated commitment to the professional and timely administration of all documentation requirements</p>

PERFORMANCE MONITORING

Performance Monitoring and review of the Position Description is managed in accordance with the Performance and Professional Development Policy and Supervision Policy.

The process is implemented through a performance framework that includes:

- Day to day management, communication and continuous feedback from Line Manager
- Annual Performance and Professional Development Review
- Regular Supervision Sessions scheduled between the worker and Line Manager or Supervisor

I have read, understood and accept the responsibilities outlined in my position description.

Employee: **Date:**/...../.....
(Signature)

Line Manager: **Date:**/...../.....
(Signature)