



ACT
Government

Health and Community Services

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Population Health

Business Unit: Business Management

Position Title: Database and SharePoint Administrator

Position Number: P29450

Classification: Administrative Services Officer Class 6 (ASO6)

Location: Howard Florey Centenary House, ACT

Last Reviewed: June 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Population Health Division (PHD) is headed by the Chief Health Officer (CHO) who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is also responsible in exercising statutory responsibilities on behalf of the CHO to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division provides a range of services and programs aimed at improving the health of the ACT population through interventions which promote behaviour changes to reduce susceptibility to illness; alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

BUSINESS UNIT OVERVIEW

Business Management provides administrative support to the branch, including licensing and registration activities; customer service; general administrative duties; fleet management; information technology; and financial matters. Business Management also provides support and coordination of business and quality improvement and database management for the branch.

POSITION OVERVIEW

The Database and SharePoint Administrator is responsible for managing and maintaining regulatory databases and quality management systems that support Health Protection Service (HPS) operations. It ensures system integrity, supports licensing and compliance activities, and oversees quality systems across the branch.

The position acts as a super-user, providing user support, training, reporting, and system improvements. It also contributes to business improvement and quality initiatives in collaboration with leadership, particularly the Assistant Director Business Improvement.

WHAT YOU WILL DO

- Triage and escalate system faults and change requests relating to the PHE regulatory database suite and related systems. Liaise with the vendor of the regulatory database system to progress the resolution of faults, conduct testing and deploy to the production environment.
- Manage programs that are part of the PHD quality management system, including customer satisfaction and internal audit programs. Manage SharePoint document libraries, SharePoint sites and website content as part of the PHD document management system.
- Provide advice and support on processes to meet the business needs of PHD.
- Using the database suite, develop and produce operational reports for the Branch to assist with driving risk-based decisions.
- Provide in-house training to staff in the use of PHD and HPS systems including the PHD and HPS SharePoint sites and various databases.
- As directed by the PHD Executive Team, undertake research and projects to meet the division's business needs.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the section.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Ability to use, administer and maintain systems including databases and document management systems.
2. Ability to analyse data to produce reports with basic statistics and trends, and to validate the data.

3. Proven organisational skills with the ability to set priorities, manage competing demands and work effectively under pressure on a variety of tasks.
4. Well-developed oral and written communication skills with the ability to negotiate and liaise with stakeholders and prepare project plans, communication materials, reports, briefings and correspondence.

Behavioural Capabilities

5. Ability to work effectively as part of a team and independently.
6. Ability to deliver and operate in a complex and dynamic environment with minimal supervision, to work under pressure and within tight timeframes.
7. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements / Qualifications

- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
- This position does not require a pre-employment medical.