



POSITION DESCRIPTION

Directorate: Digital Canberra

Division: Customer, Data and Technology

Business Unit: Technology Services

Position Title: Senior SharePoint/Power Automate Specialist

Position Number: P48833

Classification: Senior Officer Grade C

Location: Hybrid working arrangements
(Cosmopolitan Centre, 21 Bowes Place, Phillip;
Winyu House Gungahlin, and work from home)

Last Reviewed: 10 June 2026

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related [signature behaviours](#).

DIRECTORATE OVERVIEW

Digital Canberra leads the ACT Government's technology, digital, data, and cyber security services. We strive to improve the lives of Canberrans through delivering and supporting digital government services that are easy to access, save time, and are safe to use. We achieve this while also looking to the future – making technology investment decisions that will transform Canberra into a genuinely connected city.

Digital Canberra leads the implementation of the [ACT Digital Strategy](#) and [ACT Digital Health Strategy](#), manages ICT infrastructure for our hospitals, schools, and public service, and represents the ACT at national digital, data, and cyber security forums.

Digital Canberra has a diverse workforce across many functions and sites. We have an inclusive culture, and we ensure our people are respected, valued, and involved.

DIVISION OVERVIEW

The **Customer, Data and Technology Group** enables a modern, digitally empowered ACT Government. By delivering shared services that are efficient, secure, AI-enabled, and customer-focused the group helps ensure that citizens and businesses benefit from responsive, transparent, and innovative public administration.

The group has a wide range of strategy, policy and operational responsibilities across ACT Government including:

- management of Information Communications Technology services,
- service integration and management
- program and project management
- Cyber, risk and governance
- strategic asset management
- data and artificial intelligence (AI) including digital records.

BUSINESS UNIT OVERVIEW

Technology Services Branch (TSB) manages and implements the ACT Government's Information Technology systems and communications services. We engage with directorate partners to administer and support their business systems while providing advice on a broad range of existing ICT and new technologies. Technology Services implements and administers the network capabilities that underpin everything done in government.

POSITION OVERVIEW

The Senior SharePoint/Power Automate Specialist provides technical expertise in the implementation and support of solutions implemented on the SharePoint and Power Automate platforms. This involves undertaking analysis, design, coding, configuration, testing, implementation and administration activities in relation to the development, maintenance and support of SharePoint sites and Power Automate workflows.

WHAT YOU WILL DO

Under the general direction of the Director, SharePoint Services you will:

- a. Provide technical and administrative support for SharePoint sites and Power Automate workflows.
- b. Lead systems analysis and design activities to identify fit-for-purpose solutions to complex business problems.
- c. Develop and maintain SharePoint sites and Power Automate workflows through the successful completion of coding, configuration, testing, and implementation tasks.
- d. Promote and facilitate compliance with best practice, standards and guidelines for solutions implemented using collaborative technologies.
- e. This role may be required to participate in an on-call after hours roster.
- f. This position may involve the direct supervision of staff.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Capabilities

Professional / Technical Skills and Knowledge

1. Demonstrated technical expertise in the use of SharePoint, Power Automate, HTML, CSS, JavaScript, JSON, PowerShell, KWizCom Forms, and ShareGate to deliver efficient and effective development, maintenance, and support services.
2. Knowledge of and/or experience with software development, service management, and/or project management methodologies and tools.
3. Highly developed analytical and problem-solving skills, including the ability to translate business needs into technical requirements.

Behavioural Capabilities

4. Ability to establish and maintain effective relationships with customers, team members and stakeholders through collaboration, engagement, influence and responsiveness.

5. Sound planning, organisational and time management skills, with the ability to effectively manage and prioritise tasks to deliver business outcomes with competing deadlines.
6. Understanding of, and demonstrated commitment to, the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

Compliance Requirements/Qualifications

- Tertiary/professional qualifications in a related field are highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior SharePoint/Power Automate Specialist (P48833) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never