Title: SharePoint Administrator

Location: Brisbane, Australia

Function: GRIT

Details: Full time, Temporary (12 months)

EDL owns and operates a global portfolio of power stations in Australia, North America, and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

We are currently recruiting for a SharePoint Administrator to join our IT team at our Brisbane Head office on a 12 month contract. As a SharePoint Administrator, you will play a crucial role in ensuring that our organisation's SharePoint Online platform is used effectively to deliver information and meet strategic objectives. You will work closely with stakeholders across the organisation to provide specialist knowledge and deliver innovative solutions. This role offers the flexibility to work from home 2 days per week.

Key Responsibilities:
- Develop and maintain the SharePoint Online platform, including user access, permissions, security, and implementing platform governance.
- Encourage and support staff and departments to take advantage of SharePoint technology as a tool to enhance digital communication and information management.
- Work closely with and provide support to the Records Management team as they roll out records management across the organisation.
- Engage and manage vendors providing SharePoint support services and projects within agreed Service Level Agreements.
- Provide technical guidance and knowledge related to developing and supporting an enterprise SharePoint environment, including understanding the relationship with Active Directory and Microsoft 365.
- Develop and maintain Power Automate workflows and integrations with Microsoft 365 components such as Microsoft Forms and PowerApps.
- Apply project management and business analysis methodologies and work with governance frameworks in modern IT and/or project environments.

Qualifications and Experience:
- 5 years of experience as a SharePoint Online administrator.
- Proven hands-on experience administering Microsoft SharePoint Online environments, indexing and search services, troubleshooting issues, documenting new solutions, and using migration and governance tools.
- Knowledge of records and information management concepts such as managing metadata, content types, and templates will be an advantage.
- Experience with JavaScript frameworks such as SPFx and React is highly desirable.
- Microsoft certifications in Power Platform, and those incorporating SharePoint components will be highly regarded.
- Proven experience with: PowerShell, Azure, Power Automation, Power BI and PowerApps.
- Skilled at identifying and evaluating new systems, services, functions and features and gauging their appropriateness for the Business, Systems and Services portfolio.
- Ability to interface well with the existing management team by being a good listener, a team builder, and an articulate advocate of the IT vision.
- Ability to communicate with and understand the needs of non-technical internal clients.
- Strong time management and organisational skills.

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

To apply for this position, please send your current resume referencing VAC0370 in the subject line to hrvacancies@edlenergy.com

Applications open until position is filled