SharePoint Administrator

Kaupapa | Purpose

Scope: To support, manage and develop key Digital Systems leveraging Microsoft SharePoint, Microsoft Teams, and Microsoft Power Platform technologies to meet the needs and enhance the user experience of kaimahi, ākonga at EIT.

Reports to: Digital Solutions Manager

Team: EIT, Kāhui Matihiko | Digital.

Remuneration: Negotiable

Date: TBC

Ngā Hononga Mahi | Working relationships

Internal: All Business Groups.

External: Vendors, suppliers, external partners, key industry groups.

Resource delegations and responsibilities: Not applicable

Financial: Not applicable

People: Not applicable

Ngā mahi | Do

SharePoint administration:

- To act as the SharePoint administrator and conduct SharePoint administration functions such as creating new sites and workflows, including Microsoft Teams sites.
- Assist others in the maintenance of SharePoint sites, Pages, Content, Forms and/or Workflows.
- Troubleshoot and resolve issues with existing SharePoint Sites, Pages, Content, Forms and/or Workflows.
- Provide advice and support to customers of Digital team looking to either start or update existing SharePoint content, Microsoft Teams sites, and Microsoft Power Platforms services.

- Deliver related SharePoint training to end users, site administrators and others in the Digital team.
- Maintain an active and positive relationship with key business users.
- Provide advice and best practise knowledge to support business owners making design decisions for SharePoint, Microsoft Teams, and Power Platform solutions.
- Work with the Web Developer to complete projects and tasks as required.
- Delivering services and solutions using Microsoft's PowerApps, Power BI, Power Automate, Microsoft Teams, custom development, and data integrations.
- Automate business processes with Power Apps and Power Automate; outputs will include low code applications.
- Keep abreast of new technologies and be aware of industry standards, best practices, and trends.
- Keep abreast of changes to Microsoft SharePoint, Microsoft Teams, and Power Platforms services.
- Provide, design, manage, and support regular reporting as required for SharePoint, Microsoft Teams, and Microsoft Power Platforms and services utilised by EIT.

Support:

- To provide system support and information and documentation relating to EIT's digital information systems to all sections of the institute as required.
- To ensure systems and processes are adequately documented and supportable.
- To develop and manage appropriate business continuity plans relating to key information systems.
- Successfully complete assigned incidents as per the Digital team incident management system.

Team building:

- Attend project meetings as required.
- Actively participate in Digital team meetings.
- Foster information sharing between staff and groups who are using information technology.
- Develop, maintain relationships, and liaise with assigned faculties and service sections.
- Develop documentation and training material for Microsoft SharePoint, Microsoft Teams, and Power Platforms services used at EIT.

General:

- Perform necessary digital related documentation duties.
- Review own job description annually with Digital Solutions Manager and work through appraisal process.
- Ensure that all activities reflect the philosophy and procedures of the Institute's QMS.
- Actively participate in Institute meetings as required.
- Negotiate professional development plan with Digital Solutions Manager.
- Attend relevant courses to update job skills where required.
- Implement Institute policies and procedures as appropriate.
- Undertake other duties that may from time to time be agreed with Digital Solutions Manager.
- Promote a safe digital work environment through compliance with the Institute's Health and Safety, Privacy, and Records Management policies and procedures.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Knowledge and experience and skills:

- Strong SharePoint skills ideally having progressed from a technical background.
- Highly developed communication skills, which allow the communication of complex technical or business requirements into appropriate business language.
- Strong skills in SharePoint, including the ability to convert business requirements into practical solutions leveraging SharePoint and Microsoft Teams as a technology including portal creation and management, workflow and form design.
- Strong skills in the MS Power Platforms tools, including the ability to develop solutions for clients from instigation to delivery.
- An understanding of Metadata.
- Methodical and analytical problem-solving skills.
- Technical report writing skills.
- Strong report writing skills.
- Knowledge of tertiary or similar information systems is preferred.
- The ability to prioritise and manage multiple tasks efficiently.

Special aptitudes:

- Excellent communication skills and well developed inter-personal skills.
- Ability to describe complex technical tasks in simple language.
- An ability to work under pressure and meet deadlines.
- Ability to quickly adapt and learn new skills/technologies.
- Empathy with and appreciation of Māori language and culture.

Personal attributes:

- Friendly and approachable in a flexible and responsive manner.
- Good negotiation and interpersonal qualities but with technical and analytical orientation.
- Committed to furthering knowledge and keeping up to date with new technology and methods.
- Able to communicate well, present reports professionally and share knowledge with team members.
- Able to liaise with all levels of staff to build a strong relationship with system users.
- Respect for confidentiality of all information acquired.

Qualifications:

- Relevant tertiary qualification and or industry qualifications are preferred.

Waiaro | Be

Use this section for non-leadership role

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT, employers, ākonga and their whānau.

Self-Awareness: Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.