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Office 365 And Sharepoint Specialist

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Australian Citizens With NV1 Clearance residing in Australia only respond Australian Citizens With ability to obtain NV1 Clearance residing in Australia only respond Contract start 03 July 2023 to 12 months, 2 x 12 months extensions. Australian Citizen, NV1 Clearance, Canberra or Offsite role. Send your responses to ***** Overview The Department is seeking the services of an experienced Microsoft 365 technical specialist, knowledgeable in configuration and administration of Records Management capability within Office 365 and Content Manager integration. These services will be utilised to support Content Manger upgrade project targeting records management uplift by enabling integration of Ms Teams, SharePoint, Office, and Outlook with Content Manager. These Records Management capability uplifts will help ensure DFAT officers meet their legislative obligations under the Archives Act and in line with the NAAs Building trust in the public record: managing information and data for government and community policy. The Skills Framework for the Information Age (SFIA), SFIA full framework view English (sfia-online.org) , has been used to inform the requirements. In summary, IMD seeks candidates with a skillset that aligns with SFIA: Category: Development and Implementation & Strategy and Architecture SubCategory: Systems Development & Strategy and Planning Skills: Systems design Software Configuration Product Management Software Configuration Testing Information Management Level: 5 Every application requires to address selection criteria as part of application submission. Essential Criteria 1. The applicant will have relevant experience and industry knowledge in the following core areas: Microsoft 365 Records Management configuration Improving information security and governance of SharePoint Online and the M365

environment. Content Manger version 10 integrations within Office 365 space.

Knowledgeable in records and information management policy and procedures.

Knowledgeable in NAA Whole of Government policy Building trust in the public record

Desirable Criteria 1. Well versed with Content Manager configuration Records Management

DevOps & Agile practices Excellent liaison skills to work together with business and technical

stakeholders Microsoft Office 365 certification NV1 Security Clearance, or ability to obtain

and hold minimum NV1 clearance

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