

Role Description

Microsoft Power Platforms Developer

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	Learning Improvement / Teaching Quality Unit
Role number	225159
Classification/Grade/Band	Clerk Level 7/8
ANZSCO Code	511112
PCAT Code	1 2 2 37 92
Date of Approval	15 September 2020

Agency overview

We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population.

Primary purpose of the role

The Microsoft Power Platforms Developer analyses the business requirements by collaborating with stakeholders, studying systems flow, data usage, and work processes to design and develop applications and solutions using Power Automate (Flow), PowerApps, SQL and other database tools, and SharePoint Online.

Key accountabilities

- Design and develop applications and solutions using Power Automate (Flow), PowerApps, SQL, and SharePoint Online.
- Analyse the business requirements by collaborating with the stakeholders and IT Management, studying systems flow, data usage, data storage, and work processes.
- Perform software design using software development fundamentals and processes, debug, test, and deploy software solutions.
- Perform backend development to build a database using SQL and other tools that can support the data collection & evaluation activities of the TQU
- Design, develop and maintain key components of the software suite using Office 365 APIs.
- Implement custom solutions that leverage various Office 365 services.
- Document and demonstrate solutions by developing documentation, flowcharts, layouts, diagrams, etc.
- Perform additional responsibilities as required.

Key challenges

- Manage and coordinate activities within agreed time-frames given the need to balance the competing interests and demands of a diverse range of stakeholders, conflicting work priorities as well as a dynamic and changing business environment.

Key relationships

Who	Why
Internal	
Program Manager	<ul style="list-style-type: none">• Reports to the Program Manager.• Received guidance and provides regular updates on work, issues and priorities.• Provide advice and contribute to decision making• Identify emerging issues/risks and their implications and propose solutions.
Teaching Quality Unit	<ul style="list-style-type: none">• Work collaboratively to contribute to achieving team outcomes
Department Stakeholders	<ul style="list-style-type: none">• Develop and maintain good working relationships to support the effective delivery of the TQU programs

Role dimensions

Decision making

The role:

- Acts independently in performing its core work functions in accordance with relevant policies, procedures and guidelines and applied specialised knowledge, skills and professional judgement to achieve outcomes.
- Consults and agrees on suitable courses of actions with the line manager in relation to decisions that have resource or strategic implications, require change to outcomes or timeframes, are contentious and/or are likely to have an impact on stakeholders.

Reporting line

The role reports to the Program Manager.

Direct reports

This role has no direct reports.

Budget/Expenditure

The role has financial delegations in accordance with the Department's policy as prescribed for a CL7/8 level.

Key knowledge and experience

- Experience building Office 365 solutions including Power Automate (Flow), Power Apps, Power BI, Dynamics 365, SharePoint Online.
- Experience using JavaScript, jQuery, Web Services, HTML5 and CSS3, desirable.
- Experience with SQL Server Reporting Services, SQL Server Analysis Services, and/or SQL Server Integration Services, desirable.

Essential requirements

- Tertiary qualifications in Computer Science, Information Systems or related discipline. Knowledge of and commitment to the Department's Aboriginal Education policies.
- Hold a valid clearance to work with Children (Working with Children Check) for paid employment (or willing to acquire one).

Capabilities for the role


The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.


Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none">• Be flexible, show initiative and respond quickly when situations change• Give frank and honest feedback and advice• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately• Raise and work through challenging issues and seek alternatives• Remain composed and calm under pressure and in challenging situations	Adept





 <p>Relationships</p>	<p>Commit to Customer Service</p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	<p>Adept</p>
 <p>Results</p>	<p>Deliver Results</p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	<p>Adept</p>
	<p>Think and Solve Problems</p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	<p>Adept</p>

	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> Identify opportunities to use a broad range of technologies to collaborate Monitor compliance with cyber security and the use of technology policies Identify ways to maximise the value of available technology to achieve business strategies and outcomes Monitor compliance with the organisation's records, information and knowledge management requirements 	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate