



The Australian Wine  
Research Institute

### **Position Description**

**Position:** SharePoint Consultant/Business Analyst

**Reports to:** Communication Manager

**Job purpose:** This role is responsible for the implementation of the new AWRI Intranet and collaboration system using SharePoint Online and Office 365, and migration of SharePoint 2007 sites to the new SharePoint environment.

#### **Qualifications:**

Qualifications in Computer/Information Science or Information Management, strong business analysis and communications skills and proven experience in implementing and administering intranets and collaboration systems using SharePoint.

#### **Experience:**

Demonstrated experience with SharePoint development is preferred.

#### **Principal accountabilities:**

1. Identify opportunities for business and process improvement using Office 365 and SharePoint.
2. Liaise with stakeholders to gather business requirements and translate those requirements into business and technical solutions.
3. Design, develop and implement the AWRI Intranet and content and collaboration system in consultation with stakeholders.
4. Redevelop workflow applications and leverage SharePoint Online's collaboration and workflow capabilities to automate other manual forms and processes.
5. Provide end-user training and support.
6. Develop and maintain implementation documentation.
7. Work closely with the Information and Knowledge Manager, IT Manager, IT committee and AWRI staff throughout the project.
8. Advise on the improvement and management of the Laboratory Management System (LabWare) as required.
9. Undertake other duties as requested by the Communication Manager, Information and Knowledge Manager, and Managing Director.

10. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remain the property of the AWRI.
11. Promote the general well-being of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.

**Workplace Health and Safety Responsibilities:**

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.