

Position Title:	Applications Analyst (SharePoint)
Location:	Brisbane Head Office
Reporting To:	Business Systems Lead
Level:	4
Abt Associates Values:	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p>Mission.</p> <ul style="list-style-type: none"> • I am driven by Abt’s mission to improve the lives of people worldwide. • I contribute directly to and positively affect our financial health to expand our mission and sustainable impact around the world. <p>Excellence.</p> <ul style="list-style-type: none"> • I approach my work with discipline and rigor while seeking opportunities for continuous improvement and development. • I set high expectations for myself and others, and take responsibility to coach and teach others. • I will be entrepreneurial and actively pursue innovation, and encourage others to do the same. • I seek to achieve the best outcomes, to maintain Abt’s reputation for excellence, even if the path is uncomfortable. <p>Diversity.</p> <ul style="list-style-type: none"> • I value individuals of all races, ethnicities, religions, genders, sexes, sexual orientation and identity, ages, mental and physical abilities, and nationalities. • I actively build a diverse Abt community that collaborates with and reflects those we serve. • I empower and create opportunity, so all voices are heard regardless of background and experiences. <p>Respect.</p> <ul style="list-style-type: none"> • I work to earn, build, and sustain trust. • I treat people with respect regardless of their position or their agreement with me. • I consider the impact that my words, actions, and decisions have on others. <p>Integrity.</p> <ul style="list-style-type: none"> • I do the right thing, even when no one is looking. • I am accountable for my choices and actions, and I honor my commitments. • I seek to understand and learn from mistakes. <p>Balance.</p>

	<ul style="list-style-type: none"> • I can flex when I work, where I work, or how I work to meet both personal and professional commitments. • I contribute to an environment where my colleagues can experience balance. • I must balance all of Abt’s stakeholders’ interests in my decision making.
<p>Duty Statement:</p>	<p>The Applications Analyst (SharePoint) will be responsible for administering and configuring core Abt Associates systems, as well as identifying solutions and conducting business analysis to ensure these systems remain relevant and effective for the business.</p>
<p>Specific Duties:</p>	<p>Specific duties will include but not be limited to:</p> <p>SharePoint support & solution development</p> <ul style="list-style-type: none"> • Support, configure and administer SharePoint and Microsoft 365 tools • Identify and develop policies and procedures for supported SharePoint applications • Develop and maintain SharePoint applications roadmap • Identify areas of improvement that represent value for money • Ensure compliance with established change management and release management procedures • Keep abreast of upcoming changes in the Microsoft product development roadmap and identify opportunities for Abt <p>Stakeholder Engagement and training</p> <ul style="list-style-type: none"> • Engage Australia and Britain-based senior leadership teams, international and domestic program leadership, Abt staff and users, vendors and contractors and global ICT teams • Executive engagement including SharePoint project pipeline, roadmap, and project status updates • Work with Abt US, Australia and Britain teams to ensure a One Global Abt (OGA) approach to business systems. • Provide general user awareness and training on new Abt applications and enhancements as well as platform capabilities • Actively engage corporate and program-based stakeholders to ensure solutions continue to meet business needs • Provide quality advice and guidance to business stakeholders <p>Project Management and Business Analysis</p> <ul style="list-style-type: none"> • Manage projects as required to deliver approved new functionality • Provide business analysis to Abt Australia and Britain teams to elicit business requirements and produce functional specifications • Conduct analysis and recommend software that is aligned with business goals and long-term strategy <p>General Applications administration</p> <ul style="list-style-type: none"> • Support, configure and administer Abt cloud-based applications as required either as primary administrator or supporting administrator

	<ul style="list-style-type: none"> • Reporting and other tasks as required <p>Specific technical competencies</p> <ul style="list-style-type: none"> • SharePoint Online (AGI Intranet) administration and configuration • Microsoft 365 applications configuration and integration • PowerAutomate, PowerApps, Yammer, Teams, Forms, Power BI • Operating within a SDLC framework • Project management • Business Analysis • Java Script
<p>Core Competencies:</p>	<ul style="list-style-type: none"> • Delivers results • Builds internal and external customer satisfaction and loyalty • Develops people • Communicates • Sets vision and direction • Demonstrates sound financial and business-related practices • Builds teams and cooperation • Promotes technical excellence and quality • Promotes diversity • Acts as a role model
<p>Key Requirements:</p>	<ul style="list-style-type: none"> • 3+ years ICT experience in a similar role • Strong knowledge of SharePoint Online and Microsoft 365 administration and configuration • Demonstrated Business Analysis experience • Strong knowledge of Java Script, JSON • Ability to work in a high-pressure environment with tight deadlines, and have a high level of initiative and self-motivation • Experience with Oracle HCM or a similar system is highly desirable