



Position Details

Technical Services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Microsoft Purview Administrator
Job Reference	100900
Tenure	Indefinite, Full-time
Salary Range	AU\$96.8k - AU\$109.5k per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s)	Multiple Locations (Clayton, Black Mountain, St. Lucia, Marsfield)
Relocation Assistance	Not Applicable
Applications are open to	Australian Citizens Only
Position reports to the	Directory Services and Email Manager
Client Focus – Internal	80%
Client Focus – External	20%
Number of Direct Reports	0
Enquire about this job	m.allen@csiro.au
How to apply	Apply online at https://jobs.csiro.au/ Internal applicants please apply via Jobs Central If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220.

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](#).

Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

Role Overview

The Microsoft Purview Administrator within CSIRO's Information Management and Technology (IM&T) function plays a pivotal role in enabling enterprise-wide data governance, compliance, and information protection. This position is responsible for the technical administration and continuous improvement of Microsoft Purview and its associated governance processes across both cloud and on-premises environments.

Duties and Key Result Areas

Technical Administration & Support

- Maintain and configure Microsoft Purview tools and related data governance systems.
- Apply existing compliance and security policies and assist in refining governance processes.
- Provide guidance to business units on effective use of Purview capabilities.
- Ensure timely resolution of issues and reliable service delivery.

Data Governance & Management

- Support the development and maintenance of Microsoft Purview's Data Map to create a unified, searchable inventory of CSIRO's data estate.
- Work closely with stakeholders to ensure consistent data asset classification practices using sensitivity labels and metadata standards.

Information Protection & Risk Management

- Configure and manage Data Loss Prevention (DLP) policies and sensitivity labels to safeguard sensitive information.

Compliance Monitoring & Reporting

- Use Microsoft Purview Compliance Manager to assess and report on compliance posture.
- Prepare reports and highlight potential risks for review and action.

Documentation, Training & Project Support

- Document governance procedures in plain language tailored to the intended audience.
- Assist in training staff on Purview tools and data governance processes.

Collaboration & Integration

- Liaise with IT, security, and business stakeholders to support integration of Purview with other organisational systems.
- Contribute to data governance, compliance, and information security projects through analysis, testing, and reporting.
- Promote cross-functional collaboration to strengthen CSIRO's data governance maturity.

Selection Criteria

Essential

Under CSIRO policy only those who meet all essential criteria can be appointed.

1. Demonstrated experience in administering Microsoft Purview or similar data governance platforms, including configuring tools, maintaining data maps, and supporting metadata management across hybrid environments.
2. Proven ability to manage information protection policies, such as Data Loss Prevention (DLP) and sensitivity labels, with a focus on safeguarding sensitive data and supporting compliance with organisational standards.
3. Excellent stakeholder engagement and collaboration skills, with a track record of working across IT and business teams to support integration, and deliver reliable data governance services.
4. Effective communication and documentation skills, including the ability to write clear procedures, deliver training, and contribute to projects involving data governance, risk management, and information security.

Desirable

1. Tertiary qualifications in Information Management, Information Systems, or a related discipline.
2. Familiarity with broader data governance concepts, such as taxonomy management, metadata, or data classification.
3. Good understanding of regulatory frameworks and compliance requirements, including the National Archives Act (NAA), Protective Security Policy Framework (PSPF), and ACSC ISM, with experience in monitoring, reporting, and using tools like Purview Compliance Manager.

Required Competencies

- **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
- **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
- **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
- **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
- **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences)

in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

- The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
- The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 Level.

About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) more information.

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

- People First
- Further Together
- Making it Real
- Trusted