



## Position Details

### Technical Services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised job title</b>	Power Platform Administrator
<b>Job reference</b>	102599
<b>Tenure and work schedule</b>	Indefinite We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.
<b>Salary range</b>	AU\$100,103 - AU\$113,251 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s) and office arrangements</b>	Melbourne, Brisbane, Canberra, Sydney
<b>Relocation assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian Citizens Only
<b>Position reports to the</b>	Directory Services and Email Manager
<b>Client focus – Internal</b>	80%
<b>Client focus – External</b>	20%
<b>Number of direct reports</b>	0
<b>Enquire about this job</b>	Mark Allen via email at <a href="mailto:m.allen@csiro.au">m.allen@csiro.au</a>
<b>Support and workplace adjustments</b>	We offer a range of reasonable supports and workplace adjustments. Please let us know via email <a href="mailto:sarah.lyons@csiro.au">sarah.lyons@csiro.au</a> if we can help you to equitably participate in our recruitment process or the role itself.
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a>

### 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](#).

### About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world's largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](#) for more information.

### **Role overview**

As a Power Platform Engineer, you will implement and maintain enterprise-scale Power Platform capabilities, including data loss prevention policies, governance controls, and technical services, ensuring the platform remains secure, scalable, and aligned with organisational standards. You will work with project teams and distributed stakeholders to facilitate the adoption and safe use of the platform, providing technical guidance, reusable tooling, and best practices. Your contributions will help ensure solutions are built in compliance with governance policies, support continuous improvement, and maximise the value delivered across the enterprise. Strong technical expertise and the ability to work across distributed teams are essential for success in this role.

Security Clearance: This is a security assessed position and the successful applicant will be required to obtain and maintain a security clearance of NV1 (SECRET).

### **Duties and key result areas**

- Design, configure, and maintain Power Platform environments, ensuring effective management of Data Loss Prevention (DLP) policies and approved connectors to support business processes securely and efficiently.
- Administer user accounts, manage permissions, and oversee licensing to ensure compliance with organizational policies and the appropriate use of Power Platform services across the organization.
- Implement and monitor security measures, ensuring the Power Platform environment adheres to regulatory requirements and internal security standards, including data loss prevention.
- Continuously monitor system performance, proactively identify and resolve issues, and optimize the Power Platform's performance for seamless user experience.
- Provide technical support and guidance to developers, assisting them in leveraging Power Platform tools effectively and offering platform-level troubleshooting for issues unrelated to specific solutions.
- Develop, enforce, and continuously refine governance policies and best practices to promote the secure, compliant, and consistent use of Power Platform throughout the organization.
- Oversee the creation, configuration, and maintenance of various Power Platform environments (development testing, production) to ensure smooth development testing, and deployment processes.
- Implement robust security controls, including role-based access control (RBAC), conditional access policies, and data loss prevention (DLP) measures, to protect sensitive data and ensure compliance.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.

- Other duties as directed.

## Selection criteria

### Essential

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

1. Experience in designing & creating solutions using Power Platform
2. Demonstrated ability in providing technical advice to team members, management and clients.
3. Excellent communication skills, including an ability to work collaboratively across multi-disciplinary, geographically disperse teams.
4. A collaborative team player
5. Strong initiative skills and a solutions mindset
6. Demonstrated knowledge, understanding and commitment to principles of Workplace Diversity; Equal Employment Opportunity; Occupational Health, Safety and Environment; and Employee Participation.

### Desirable

Experience planning, designing, and implementing the following technologies:

- Power Platform Administration

### Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## 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.

**Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email [sarah.lyons@csiro.au](mailto:sarah.lyons@csiro.au) if we can help you to equitably participate in our recruitment process or the role itself

**Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](#), offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

Value	Descriptor	Behaviour
<b>People first</b>	Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences.	<ul style="list-style-type: none"> <li>• Respectful</li> <li>• Caring</li> <li>• Inclusive</li> </ul>
<b>Further together</b>	We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and	<ul style="list-style-type: none"> <li>• Accountable</li> <li>• Authentic</li> <li>• Courageous</li> </ul>

	persistence to generate unique solutions to complex problems.	
<b>Making it real</b>	We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change.	<ul style="list-style-type: none"> <li>• Partnering</li> <li>• Cooperative</li> <li>• Humble</li> </ul>
<b>Trusted</b>	We're driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia's trust in CSIRO.	<ul style="list-style-type: none"> <li>• Curious</li> <li>• Adaptive</li> <li>• Entrepreneurial</li> </ul>

### 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](#).

### 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 Level 1.