

## Position Description

**POSITION TITLE:** Software Engineer, Microsoft  
**DEPARTMENT:** Corporate – Information Systems  
**RESPONSIBLE TO:** Manager, Data and Applications  
**DIRECT REPORTS:** N/A  
**INDUSTRIAL INSTRUMENT:** N/A  
**CLASSIFICATION:** N/A  
**LOCATION:** Panorama

- National Police Check                       NDIS Worker Screening Check  
 Working with children check                       Drivers Licence                       Medical  
 Proof of full COVID-19 vaccination or an acceptable medical exemption  
 Provide evidence of completion of NDIS Worker Orientation Module

Bedford exists to support people with disability to live the life they choose through a diverse range of skill-building opportunities, from social activities, experiences, supported employment and open employment. Underpinning this is the belief that diversity, inclusion and acceptance equals belonging for people of all abilities.

People with disability who live, work, and receive care from Bedford need to do more than just get by, they should be given the opportunity and resources to learn, grow and live meaningful, confident lives.

### POSITION SUMMARY

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Bedford is evolving and expanding our range of employment and other lifestyle solutions for people with disabilities by providing open employment and true capacity developing opportunities. This is truly significant positive change that will help ensure that Bedford builds on our proud 75-year history.

The Microsoft Software Engineer is a key member of the Data and Applications team and is responsible to design and develop software solutions using Microsoft technologies. Reporting to the Manager Data and Applications, the Software Engineer will be responsible for developing software applications and systems, writing code, testing and debugging software, and collaborating with other developers and stakeholders to ensure that software solutions meet business requirements and standards.

## KEY RESPONSIBILITIES

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- Designing, developing, and maintaining software applications and systems using Microsoft technologies, such as .NET, C#, and SQL Server
- Writing clean, efficient, and maintainable code that adheres to coding standards and best practices
- Collaborating with other developers and stakeholders to define software requirements, design software solutions, and implement features to meet business requirements and standards
- Conducting unit testing, integration testing, and regression testing to ensure software quality and performance
- Regularly troubleshooting, debugging software issues, and developing and implementing solutions
- Staying up-to-date with Microsoft technologies and frameworks, and making recommendations for improvements to software development practices and tools
- Documenting software designs, code, and test plans, and providing support for production software systems
- Advising on software licensing, recommending purchases from approved vendors
- Participating in code reviews, determining operational feasibility, analysing problem definitions, and providing feedback to other developers
- Championing the delivery of the *NDIS Practice Standards*, *NDIS Code of Conduct*, as well as the *NDIS Quality and Safeguarding Framework*

## KEY CHALLENGES

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- Remediating existing outdated custom code and extensions to meet current business needs while minimising disruption to the organisation's operations
- Being up-to-date with evolving Microsoft technologies and frameworks and developing software solutions that leverage these technologies effectively
- Balancing the need for software design principles with the business needs of the organisation
- Working collaboratively with other developers and stakeholders to ensure that software solutions meet business requirements and standards
- Troubleshooting and debugging software issues, and developing and implementing solutions
- Adapting to new software development practices and tools as they are introduced into the organisation and ensure that software solutions are developed using these practices and tools

## SKILLS / ATTRIBUTES

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### Personal Attributes

- Strong problem-solving and analytical skills, able to identify and analyse software issues and develop solutions
- Able to critically analyse problems and develop innovative solutions
- Self-motivated, positive, dynamic, collaborative, and business-orientated
- Able to articulate and document business, functional, and technical requirements

- Able to manage multiple projects concurrently and prioritise tasks effectively
- Able to work effectively in a team environment and collaborate with other developers and stakeholders
- An ethical, outcomes-, and results-based individual, with a positive, can-do attitude

### **Essential Skills and Qualities**

- Bachelor's Degree in Computer Science, Software Engineering, or related field
- Demonstrated experience as a Microsoft Software Engineer, technical lead or similar role, with a strong understanding of Microsoft technologies and frameworks, such as .NET, C#, and SQL Server
- Strong knowledge of software development principles, including coding standards, source code control, object-oriented programming, design patterns, and SOLID principles
- Familiarity with Agile development methodologies, such as Scrum or Kanban
- Strong knowledge of software testing methodologies, tools, frameworks and best practices
- Able to visualise processes with a keen eye for detail to ensure that the organisation's Microsoft applications are configured and functioning correctly
- Strong understanding of data management principles and able to work with complex data sets to ensure that Microsoft applications are configured and functioning correctly
- Resilient and adaptable
- Strong communication skills to work effectively with stakeholders across the organisation, including business users, technical staff, and senior leadership
- Cleared to work (NDIS Worker Screening Check, National Police Clearance)

### **Desirable Skills and Qualities**

- Microsoft-certified qualifications in key applications such as Azure, Microsoft Dynamics CRM, Business Central, SharePoint, Power Automate and Power BI
- Qualifications in additional programming languages such as Java, Python and R

### **CORPORATE RESPONSIBILITIES**

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All staff are required to work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards) and any other legislation that is relevant to their role, and will:

- behave in a manner that is consistent with Bedford's mission, vision and values and that supports clients and employees to achieve their NDIS goals and objectives
- comply with Bedford policies and procedures as amended from time to time, including the Code of Conduct
- acquire and maintain work health and safety knowledge relevant to your position
- participate in PDP process if / when required by Bedford
- participate in mandatory training as relevant to your role and as required by Bedford

**OTHER RELEVANT INFORMATION**

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Further information about Bedford may be found at [bedfordgroup.com.au](http://bedfordgroup.com.au)

I confirm that I have read and understood the Position Description for the position of Software Engineer, Microsoft.

**[NAME]**

Signed \_\_\_\_\_

Date \_\_\_\_\_