



Our organisation prides itself on getting results, training and development, valuing diversity, community partnerships and excellence in customer service.

Position Title:	Systems Manager	Department:	Corporate Services
Reports to:	Information Services Manager		
Subordinate Positions:	Network Administrator and IT Support Officer		
Classification:	Band 3 Level 3 Grade 16 Step 1 \$1,603.50 – Step 3 \$1,723.75 in Council's Salary System	Additional Benefits:	Uniform Allowance 9.5% Superannuation Rostered Day Off Ability to Salary Sacrifice
Basis of Employment:	Permanent Full-Time 35 hours per week	Location:	The Max Centre, Level 2, 30 Heber Street, Moree NSW 2400
Award:	Local Government (State) Award 2017	vacancy ref:	

POSITION OBJECTIVE

- To provide supervision and leadership to the Network Administrator and the IT Support Officer
- Manage and maintain system infrastructure including, server, databases, testing computer equipment, firewalls, malware and other software and hardware.
- Provide third level support for both hardware and software issues that may arise.
- Monitor the system daily and respond quickly to any security breaches or usability concerns.
- Regularly upgrade systems as needed.
- Assist in integrating new applications and technologies into the current system.
- To provide database service and support to Corporate Services Division and the wider Council.
- Assist the Information Services Manager in planning the Departments future development and productivity.
- To ensure that all stakeholders and users of the Council's Core Systems are provided with the best possible service and support.
- To provide timely financial and budgeting advice to the Information Services Manager and to help formulate and create budgets for the Information Services Department.

OBLIGATIONS TO THE ORGANISATION

- You are required to cooperate with Council in order to comply with legislative requirements under the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice,

DUTIES

Duties shall include but not be limited to:

- Support the Information Systems Manager in daily operational matters, act as IS Manager during periods of leave.
- Be responsible for the operational cohesiveness of the Council's core business databases. In particular Council's Authority and Confirm databases.
- Be responsible for Council's core systems data by extracting and analyzing data from system databases which will require high level schema knowledge.
- Consult with Finance staff on requirements and security configuration of Council's core system software.
- Analyse and recommend changes to policies and procedures in the Information Services Department.
- Actively assist in the documentation and management of processes within Information Services.
- Train and educate staff on the operation and functionality of core systems software as well as other incidental software packages implemented by Information Services and other council staff.
- Be able to analyse and recommend workflow and Business Processes within the Council's operational network.
- Evaluate and make recommendations on potential new systems for Council.
- Advise the Information Services Manager on the operation and suitability of various software applications either being considered, or already implemented on Council's computer network.
- Manage projects to tight deadlines by coordinating resources and timetables in collaboration with user departments.
- Assist the Information Services Manager by annual modelling of future technologies with cost benefit analysis provided to Council.
- Assist the Information Services Manager to meet financial objectives by monitoring expenditure against the budget; assisting to create expenditure schedules; analysing variances; and suggesting corrective action.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and benchmarking state-of-the-art practices.
- Participate in the operation of Council's community and internal CCTV systems.
- Cooperate with Council to assist the organisation comply with the obligations under the Workplace Health & Safety Act and the Workplace Injury Management and Workers Compensation Act 1998.
- Comply with Council's Code of Conduct, WHS and EEO policies and procedures.
- Other duties as directed.

SELECTION CRITERIA

Essential Criteria

- Relevant technical and tertiary qualifications at Degree level or higher in Information Services. This may be a combination of relevant qualifications and industry certifications which are deemed as equivalent.
- Extensive industry experience including the training, supervision and mentoring of technical staff. This includes strengths in analytics with the ability to resolve issues, or to convey the requirements for resolution.
- Ability to provide database consultation and support to the Information Services Manager.
- Display a high level of database management and understanding of database schemas, in particular financial schema and act as an expert technical adviser to the Information Services Manager.
- Demonstrated ability to integrate Council's core systems to other systems that may be introduced to improve the effectiveness of Council's operations. This includes liaising with Council's service providers to ensure maintenance and development is carried out in a planned and organised manner.
- Demonstrated excellence in communication, both verbal and written with the ability to explain the important terminology, facts, concepts and principles used in data management and maintenance at the level required by the relevant audience.
- The ability to prioritise work to achieve the day to day and strategic outcomes of the team and to manage projects effectively.
- Provision of a National Criminal History Check (this will be required prior to commencement).
- Current Class C Drivers Licence.

Common Criteria

- Hold a WHS General Construction Induction Card.
- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Have a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>) and be willing to commit to further training and development, as required.

Desirable Criteria

- Knowledge in Financial Systems in Local Government
- Qualifications in training and/or experience in training staff on the use of software and systems
- Willingness to work and travel outside of office hours as deemed required by the Information Services Manager.
- Experience/ability to train staff in the use and implementation of IT Equipment and programs.
- Ability to assist customers with general ledger, balance conversion, bank reconciliation, debtors and creditors.

Please note:

- *As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.*
- *Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.*
- *All employees of Council are required to hold a WHS General Construction Induction Card and have a current Unique Student Identifier (USI) code.*

AUTHORISATION

Developed by: Andrew Probert
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Date: February 2020

Authorised by: Lester Rodgers
General Manager

Date: February 2020