



POSITION DESCRIPTION

Job Title:	eBeacon Technical Officer	Reporting To:	National eBeacon Manager
Department:	Programs	Travel:	Nil
Location:	Hobart CBD	Position Type:	Full-time 12 months
Level/Salary Range:	Level 4 - \$60,000 (+ PBI salary packaging which has the commercial equivalent value of \$69,718) + super	Leave Entitlements:	5 weeks annual leave 2 weeks personal leave 2 days compassionate leave
Human Resources Contact:	Alice Richards recruitment@beaconfoundation.net	Position Contact:	Christian Cuthbert Christian.cuthbert@beaconfoundation.net

ROLE:

Provide an increased technical capability in the development and ongoing maintenance of Beacon Foundation's online platform for connecting Schools, Business & Community, eBeacon, as we work towards an Australia that understands, cares and is motivated to support young people to successfully transition from education to meaningful employment. This position reports directly to National eBeacon Manager.

Recent graduates are encouraged to apply and will develop skills in relation to the below responsibilities, rather than being expected to have direct experience upon commencement. This position will be mentored by the Chief Technology Officer.

KEY ATTRIBUTES:

- Passion for creating better opportunities for young Australians and demonstrated commitment to and understanding of Beacon Foundation's core values of passion, team, professionalism, flexibility and innovation
- Flexible in managing multiple competing priorities and embracing change
- Sound judgement in relation to problem solving, time management and prioritisation decisions to ensure objectives are achieved
- Highly developed organisational and multitasking skills and flexibility in hours of work to ensure successful implementation of work functions and tasks.
- Adaptability and resilience enabling personal performance and productivity levels to be maintained in stressful situations
- Ability to self-motivate and work independently, albeit part of a larger team
- Maintain high standards of work practices and ensure professionalism, integrity, respect and confidentiality at all times
- Embrace and advocate for new technology
- Confident and effective communicator - excellent customer centric interpersonal and communication skills
- Enthusiasm to take on new tasks as they arise and assist whenever required
- Excellent analytical and abstract reasoning skills
- Resilient and optimistic, and innovative, creative and strategic in achieving objectives
- Support and promote the work of Beacon and maintain a positive image of the organisation

KEY RESPONSIBILITIES

- Work within Beacon's eBeacon team, in conjunction with internal and external stakeholders, to assist with analysis of business requirements in relation to the eBeacon platform
- Assist with the preparation of detailed scoping, design and requirements specification documentation suitable for inclusion in third party request for quotation and engagement documents
- Work closely with the eBeacon team and third party developers in the development, testing and implementation of solutions
- Assist the National eBeacon Manager with the project management of initiatives to ensure outputs and objectives are met on-time, within scope and on budget
- Contribute to the development and maintenance of systems documentation, including systems architecture, disaster recovery planning, source code and version control
- Assist with building increased internal technical capability for the development and maintenance of Beacon's online presence
- Provide technical support, troubleshoot issues and prompt resolution through devising solutions and/or recommending escalation to third party developers, as appropriate
- Assist with the ongoing maintenance of the eBeacon platform
- Adhere to Beacon Foundation policies and procedures
- Meet internal administration requirements including Key Performance Indicators, budgets and reporting
- Ensure strong relationships with Beacon staff at a local and national level
- Participate in Beacon Foundation professional development opportunities including conferences and workshops

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification in Computing with a focus on Application Development, Analysis & Design or equivalent experience is essential - recent graduates are encouraged to apply
- very strong exposure to contemporary web based development and software development lifecycle & methodologies is essential
- experience with Wordpress, Django, Wagtail, PHP/Python, MySQL & AWS hosting is highly desirable
- The successful applicant will require a satisfactory National Police check and working with children check

HOW TO APPLY:

Please email your application to recruitment@beaconfoundation.net. Applications must include:

- A cover letter/statement of no more than two pages outlining your skills and experience against the above Key Responsibilities, Qualifications and Experience, and Key Attributes;
- Academic Transcript indicating strong results in relevant areas
- Detailed curriculum vitae (CV); and
- Contact details for two referees who can confirm your skills in relation to the position.

Approved by Scott Harris – Chief Executive Officer – March 2017