



**POSITION DESCRIPTION**

<b>Job Title:</b>	Information and Communications Technology Specialist	<b>Reporting To:</b>	Chief Technology Officer
<b>Team:</b>	ICT Team	<b>Travel Required:</b>	Brief occasional intra/interstate
<b>Location:</b>	Hobart – Head Office	<b>Position Type:</b>	Ongoing
<b>Level/Salary Range:</b>	\$80,000 + super + PBI salary packaging (PBI increases the value of take home pay by reducing the tax payable. The value of this salary is the equivalent of earning around \$88,500)	<b>Leave Entitlements:</b>	5 weeks annual leave 2 weeks personal leave 2 days compassionate leave
<b>Position Contact</b>	Christian Cuthbert <a href="mailto:christian.cuthbert@beaconfoundation.net">christian.cuthbert@beaconfoundation.net</a>	<b>HR Contact</b>	Alice Richards <a href="mailto:recruitment@beaconfoundation.net">recruitment@beaconfoundation.net</a>

**ROLE (PURPOSE):**

Work closely with the Chief Technology Officer (CTO) to oversee the day-to-day administration and management of Beacon's Information and Communications Technology (ICT) infrastructure and systems, whilst providing project management and implementation capabilities towards the successful realisation of key ICT transformation initiatives.

**KEY ATTRIBUTES (BE):**

- Desire to create better opportunities for young Australians and demonstrated commitment to and understanding of the Beacon Foundation's core values of passion, team, professionalism, flexibility and innovation
- Build and maintain collaborative and productive relationships with internal and external stakeholders
- Professional, confident and effective client centric communication and interpersonal skills
- Ability to self-motivate and work independently and as part of a team
- Well-developed judgement in relation to problem solving, time management and prioritisation to ensure objectives are achieved
- Optimistic, solutions focused and responsive to dynamic, changing contexts
- Embrace, utilise, advocate and train others in new software and technology
- Maintain high standards of work practices and ensure professionalism, integrity, respect and confidentiality
- Enthusiasm to take on new tasks as they arise and assist whenever required
- Adaptability and resilience enabling personal performance and productivity levels to be maintained in challenging situations
- Support and promote the work of Beacon and maintain a positive image of the organisation

**KEY RESPONSIBILITIES (DO):**

Technical Support:

- Strengthen Beacon's ICT systems and processes to ensure staff maximise the benefit from using ICT in their daily duties
- Support and influence the Online Business Team with technical aspects of Beacon Foundation's online platform
- Establish and maintain IT equipment and software inventory systems
- Liaise with third party Helpdesk and actively maintain the relationship.
- System administration including user, group and permission maintenance in Office 365

- Review, enhance and manage Backup, Disaster Recovery, Patch Management and Systems Security
- Review, rollout and maintain a Standard Operating Environment (SOE) for the desktop environment
- Assist the CTO with the management of third party vendor relationships

Project Management:

- Assist the CTO with the design, roll-out, training and support of the implementation of Office 365 environment
- As part of a multi-disciplinary team, assist with the design, implementation and support of an Enterprise Resource Planning (ERP) solution (ie. Customer Relationship Management / Human Resource Management and Financial)
- As part of a multi-disciplinary team, provide technical input during the implementation and support of evaluation data capture and reporting systems
- Remain up-to-date on emerging ICT technologies and work with the CTO to ensure Beacon is a leader in the uptake of emerging opportunities

General:

- Adhere to Beacon Foundation policies and procedures and meet internal administration requirements including Key Performance Indicators, budgets and reporting
- Ensure strong relationships with Beacon staff at a local and national level and participate in Beacon Foundation professional development opportunities including conferences and workshops
- Provide regular reports for submission to Executive and Board
- Undertake other ad hoc duties as required

QUALIFICATIONS AND EXPERIENCE:

Essential:

- Cert IV or tertiary degree in Computing, IT or equivalent, or working towards
- 3 years' relevant experience in ICT
- Willingness to achieve industry certification(s)
- Experience in project implementation
- Satisfactory National Police Check and Working with Vulnerable People Check
- A mobile phone is required (you will receive an allowance in addition to the salary)

Experience with some of the below will be highly regarded:

- Office 365 (User and License management, Exchange, SharePoint, OneDrive & Teams)
- Windows Server, Active Directory & Azure Directory Services
- Amazon Web Services & Microsoft Azure Hosting
- Supporting remote staff
- Contemporary Web Development (WordPress, Django, Wagtail & JavaScript)
- Business Intelligence reporting tools (PowerBI, Qlik, etc.)
- ERP CRM/HRM/Financial (SalesForce, Microsoft Dynamics, etc.)
- Network configuration and management

HOW TO APPLY:

Please email your application to [recruitment@beaconfoundation.net](mailto: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 Attributes; Key Responsibilities; Qualifications and Experience;
- Detailed CV; and
- Contact details for two recent referees best placed to comment on your skills in relation to the position.