FITZROY BASIN ASSOCIATION

# Position Description

## POSITION DETAILS

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| **Title:** | Business Systems Officer |
| **Status:** | Full Time |
| **Salary rate:** | Classification 4 |
| **Salary:** | $61,327 - $67,354 |
| **Location:** | Rockhampton |
| **Reports to:** | Business Systems Leader |
| **Last Updated:** | June 2021 |

**About FBA**

Fitzroy Basin Association Inc. (FBA) is Central Queensland's leading Natural Resource Management organisation. FBA strives to protect the region's ecosystems, wetlands, plants and animals; improve land condition and management practices; and ensure healthy waterways flowing to the reef.

We are the people shaping the environment of the future.

We work closely with local people.

We deliver solutions for a healthy environment.

We build a better regional future.

FBA works across an area more than 156,000 $km^2$ in size extending from Nebo in the north to Injune in the south, and west to the Drummond Range. As well as the catchments of the Fitzroy River, we cover adjacent coastal waterways and the Boyne and Calliope Rivers.

FBA coordinates work to achieve natural resource management targets set out in the regional plan, developed in consultation with the wider community. FBA is an equal opportunity employer.

**Purpose of the Position**

The Business Systems Officer is responsible for connecting user needs to support the planning, implementation and improvement of systems and processes to enable FBA to meet our organisational needs through good project management, data, information, asset and risk management.

**Roles and Responsibilities**

The Business Systems Officer is responsible for:

- Developing, maintaining and enhancing information and project management systems and quality controls.
- Engaging staff in the design and implementation of information and project management systems and controls.
- Supporting and training staff in the use of systems and processes to ensure organisation wide policy and procedure compliance.
- Building capacity in FBA staff to use systems effectively and efficiently.
- Contributing towards an organisation-wide collaborative approach to the exploration of new initiatives that align with and enable FBA to deliver on the FBA strategic plan, vision and mission.
- Undertaking work in a manner that complies with FBA policies, procedures and values.
- Supporting the corporate strategy and vision of FBA.

**Key Performance Areas**

- Organisation systems development, implementation and maintenance
- Organisation policies and procedures maintained and enhanced
- Systems and Processes training and capacity building
- Positive contribution to organisational culture

**Qualifications and Experience**

While not essential, tertiary qualifications in Business or a related discipline would be highly regarded or a number of years' experience in a similar role with the following attributes:

- Organised and efficient with excellent time management skills
- Ability to prioritise and meet deadlines and maintain confidentiality
- High level written and oral communication skills.

Experience in systems, online databases, process development and implementation is desirable.

Whilst knowledge of natural resource management is not essential, an interest in the environment and its management would be highly regarded.

**Other requirements**

- The Business Systems Officer will maintain their knowledge and skills through ongoing professional development.
- Demonstrated experience in Microsoft Office software.
- Possession of a current Queensland Drivers Licence is essential.
- Ability to travel and spend nights away from the home base to attend meetings, conferences and training.

**Supervision**

This position reports to the Business Systems Leader and has no supervisor responsibility.

**Salary, Superannuation, and other benefits**

The successful applicant will be offered a Contract of Employment consistent with the FBA Policies and Procedures and FBA salary framework. In addition to superannuation guarantee payments, FBA offers to match voluntary superannuation contributions by employees up to an additional 3% of salary.

FBA is keen to work with arrangements that suit the right person/people for the job, and to that end, are willing to negotiate part-time arrangements, including job sharing. Daily hours of work are flexible, reflecting the need for the successful applicant to work hours that suit both parties.

**Further Information**

Please contact the Corporate Services Manager on 07 4999 2824 for more information on the position. Visit our web site at www.fba.org.au for further information on the organisation.

**Applying for the position**

Applicants should submit a current resume, letter of application and contact details of two recent referees through FBA's website (http://www.fba.org.au/work-with-us/) or by email to hr@fba.org.au. Whilst applicants are not required to answer selection criteria in their letter of application, selection for the position will be based on the successful applicant's ability to demonstrate the following selection criteria at interview.

**Selection Criteria**

1. Experience in the use and or development of organisational systems, processes and procedures.
2. Experience in supporting people in the adoption of systems and processes.
3. Skills and ability to problem solve and think critically about solutions.
4. Ability to work in a team.
5. Excellent ability to prioritise and manage multiple tasks and deadlines.
6. Good written and verbal communication skills.

**Closing Date 27th June 2021**