

NATIONAL CAPITAL AUTHORITY

JOB DESCRIPTION: Senior Officer, Business Systems

Job Summary

Position Title:	Senior Officer, Business Systems
Position number:	1112
Classification:	APS Level 6
Section:	Business Systems
Immediate supervisor:	Director Corporate Services
Security clearance required:	Baseline

Job Responsibilities/Duties

Under limited direction:

1. Manage the daily functions and administration of NCA business systems and provide a high level of customer service to internal and external stakeholders and clients.
2. Manage the monitoring of budgets, income and expenditure, accruals and monthly variances. Oversee the procurement and management of ICT contracts as required.
3. Undertake ICT audit requirements from time-to-time to ensure ICT equipment is being managed within ICT guidelines, such as spot check audits for hardware.
4. Manage resources and performance consistent with NCA policies and Australian Public Service standards.
5. Manage status reports on business system projects and for other reporting requirements for the NCA including Annual Report, Audit and Risk Committee, Authority papers and other reports as required.
6. Undertake secretariat duties and arrange meetings for ICT and the section as required.
7. Develop Standard Operational Procedures (SOPs) for ICT functions and provide advice and assistance relating to ICT related activities.
8. Contribute to, and assist with, the development of policy and strategies that support the strategic direction of the ICT functions.
9. Participate as a constructive member of the National Capital Authority and provide reasonable support with Branch functions as required.

Job Skills and Qualifications

- Demonstrated experience in contract management.
- Demonstrated experience in project management.
- Ability to gain and maintain a security classification of Baseline is mandatory.

Preferred Experience

At least 5 years demonstrated experience and understanding in Information Communication Technology (ICT) or related discipline is required.

Selection Criteria

1. Demonstrated understanding of government processes and statutory obligations, particularly in ICT, business systems, procurement and contract management.
2. Ability to develop and maintain effective and productive working relationships with internal and external stakeholders, including government departments, consultants and contractors.
3. Highly developed written and oral communication, analytical, research, time management skills and ability to exercise sound judgment.
4. Demonstrated ability to develop productive internal working arrangements, as well as undertake external representation duties.
5. Ability to plan for results, manage resources, implement change and to manage own performance within the APS context, including people management, diversity and WHS.