

IT Manager

- **Canberra or Sydney**
- **Salary \$95,000K - \$110,000 + Superannuation (Pending Experience)**
- **Flexible working environment**

Our organisation

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

We provide a genuinely flexible working environment, additional leave provisions and a supportive close-knit team with offices in Canberra and Sydney.

The role

Reconciliation Australia has undertaken a significant digital transformation process over recent years. The IT manager will manage the end-to-end IT function within the organisation and will lead internal ICT projects such as the transformation of our Salesforce platform. This role will act as an advisor for the organisation's digital evolution into the future. This role will work closely with the Chief Operations Officer (COO), each of our teams, and partners/providers.

About you

Essential:

- At least 5 years demonstrated work experience in Information Technology, with relevant degree.
- Experience in Project management, or coordination
- A demonstrated commitment and willingness to learn about reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians
- Self-motivated with ability to set and lead your agenda and workload with minimal supervision
- A working knowledge of Salesforce, MS365, SharePoint and supporting platforms
- Sound written communication skills with the ability to communicate effectively and accurately to a broad range of audiences
- An ability to prepare and interpret flowcharts, reports, schedules and step-by-step action plans
- Strong client-facing and teamwork skills

Desirable

- Experience working with Aboriginal and Torres Strait Islander communities and senior stakeholders
- Experience using project management software and tools (i.e. Asana)



We are committed to improving employment opportunities for Aboriginal and Torres Strait Islander peoples and welcome applications from all Australians, especially those of Aboriginal and Torres Strait Islander descent as your cultural and lived experience is central to the work we do.

Applicants for this position should have valid working rights for Australia.

Salary and other details

The salary range for this role is \$95,000 - \$110,000 + Superannuation, dependent on experience and qualifications, and is a fixed-term contract to 30th of June, 2023 with possibility of extension depending on funding.

How to apply

Email jobs@reconciliation.org.au your:

1. CV;
2. Covering Letter addressing:
 - a. preferred location (Sydney or Canberra); and
 - b. Quoting ref: IT Manager
3. Completed RA Cover Sheet, see below.

POSITION DESCRIPTION

Job title	IT Manager
Reporting to	Chief Operations Officer
Classification level	RA 5
Salary range:	\$95,000 – \$110,000
Term:	Full time, fixed term till 30 June 2023
Location:	Canberra/Sydney

ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

POSITION PURPOSE

Reconciliation Australia has undertaken a significant digital transformation process over recent years. The IT manager will manage the end-to-end IT function within the organisation and will lead internal ICT projects such as the transformation of our Salesforce platform. This role will act as an advisor for the organisation's digital evolution into the future. This role will work closely with the Chief Operations Officer (COO), each of our teams, and partners/providers.

POSITION DESCRIPTION

The IT Manager will:

- Manage the End-to-end IT function within the organisation.
- Facilitate the continuing development of our Salesforce platform and manage our SF Working Group.
- Lead ICT projects within the organisation.
- Coordinate finalisation of the Reconciliation Australia SharePoint Project
- Manage external contributing partners across all ICT projects

KEY OUTCOMES FOR THE POSITION

- On-time delivery of minor and major projects and provide expert advice on our digital evolution
- Ongoing management and delivery of organisational IT needs from a day-to-day
- Significantly improve minimum usage of Salesforce and other agreed platforms across all teams within the organisation
- Better insights and reporting capability to support day-to-day activities, operations, and management
- A greater level of service and communication with partners/business relations.

DUTIES AND RESPONSIBILITIES

- Day-to-day IT support, inclusive but not limited to onboarding, troubleshooting, and advisory.
- Work with the COO, and other teams to provide guidance and advise on potential solutions/pathways to meet our current and future strategic ICT requirements
- Working closely with the Salesforce Working Group to manage the evolution of our Salesforce platform, including development of additional portals and Salesforce systems as required, with the aim of establishing organization-wide efficiency and business continuity.
- Utilising principles of change management, work with staff and teams across the organisation to build staff confidence and capability to use Salesforce to maximise the potential outcomes of the platforms.
- Work with teams and external providers to maintain improve various websites and platforms
- Finalise the MS365 SharePoint project.

KEY SKILLS / EXPERIENCE / ATTRIBUTES

Essential:

1. At least 5 years demonstrated work experience in Information Technology, with relevant degree.
2. Experience in Project management, or coordination
3. A demonstrated commitment and willingness to learn about reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians
4. Self-motivated with ability to set and lead your agenda and workload with minimal supervision
5. A working knowledge of Salesforce, MS365, SharePoint and supporting platforms
6. Sound written communication skills with the ability to communicate effectively and accurately to a broad range of audiences
7. An ability to prepare and interpret flowcharts, reports, schedules and step-by-step action plans
8. Strong client-facing and teamwork skills

Desirable

1. Experience working with Aboriginal and Torres Strait Islander communities and senior stakeholders
2. Experience using project management software and tools (i.e. Asana)

Cover Sheet

Position Title:		
Personal Details		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other: Please Specify		
Surname:		Given Names:
Email:		
Postal Address:		
Suburb:	State:	Postcode:
Telephone:		Mobile:
Other Details		
Do you wish to identify as an Aboriginal and/or Torres Strait Islander person? Yes / No		
Do you wish to identify as a person from a culturally and linguistically diverse background? Yes / No		
Are you an Australian citizen? Yes / No		
If No, do you have valid and current Australian working rights: Yes / No		
Have you previously attended an interview with Reconciliation Australia: Yes / No		
Referee 1:		Referee 2:
Name:		Name:
Title:		Title:
Working Relationship:		Working Relationship:
Length of Relationship:		Length of Relationship:
<u>Contact Details:</u>		<u>Contact Details:</u>
Phone:		Phone: Email:
Email:		
How did you hear about this vacancy?		