



**SOUTH BURNETT  
REGIONAL COUNCIL**

# Employment Opportunities

## **SENIOR BUSINESS SYSTEMS OFFICER (KINGAROOY)**

**Permanent Full Time**

**\$80K - \$93K per annum + Allowances + Super**

Council is seeking a Senior Officer to lead the Business Systems Team to effectively contribute to the development, maintenance, and support of Council's Business Systems, through the provision of specialist advice, analysis, and support within Council. This position will lead and coordinate the team to ensure the timely and effective operation of Council's business systems and associated services, with a high level of accuracy, confidentiality, and attention to detail. This position will also develop, implement, audit, manage and review appropriate policies, procedures and standards, ensuring they align with legislation and Council's changing business needs. The successful applicant will have understanding and demonstrated experience leading a team in the management of Local Government Business Systems; hold a high level of skills in customer service, communication and project management, as well as ability to exercise sound judgement, initiative, confidentiality and accuracy in the performance of duties

### **MANDATORY:**

- Tertiary qualifications or significant proven experience in a relevant field (Project Management, Business etc.)
- Minimum requirement of a current C Class driver's licence

### **BENEFITS INCLUDE:**

- Work/life balance (9 Day Fortnight Roster).
- Up to 12% employer superannuation contribution.
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs.

### **Your application must include:**

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website).
- Current resume.
- Copies of your tickets, licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to **[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)**.

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

**APPLICATIONS CLOSE 4:00PM FRIDAY, 29 OCTOBER 2021**