



**SOUTH BURNETT
REGIONAL COUNCIL**

Employment Opportunities

BUSINESS SYSTEMS OFFICER (KINGAROY)

Permanent Full Time

\$64K - \$74K per annum + Allowances + Super

Council is seeking an officer 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 role will provide helpdesk support, configure system modules, and development of appropriate training/ documentation/ test plans to support Councils ICT. This position will also provide service to ensure the development and maintenance of good working relationships with all staff, and all key stakeholders. The successful applicant will have a sound understanding and demonstrated experience in the management of Local Government Business Systems, ability to provide effective helpdesk support, hold experience in development and delivery of end user training, as well as ability to problem solve, manage time and exercise good judgment/ initiative.

MANDATORY:

- Minimum requirement of a current C Class drivers licence.

DESIRABLE:

- Tertiary qualifications, or significant proven experience in a relevant field (e.g., Project Management, Business etc.).

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 or to apply visit **www.southburnett.qld.gov.au**, or contact People & Culture on 07 4189 9100.

APPLICATIONS CLOSE 4:00PM FRIDAY, 03 FEBRUARY 2023