

IT Services and Data Management Co-ordinator

Location: Based in South Brisbane

Are you looking for the opportunity to create change?

An exciting opportunity exists for a highly motivated team player to undertake the newly created role of IT Services and Data Management Co-ordinator with Caxton Legal Centre Inc.

Caxton is a community legal centre whose vision is to build a just and inclusive society that values diversity and the rights of all people and their communities. We do this by assisting people who would otherwise be denied access to justice due to social or economic disadvantage to exercise their legal rights.

With around 45 employees and 200 volunteers, Caxton is on a journey to optimise existing IT infrastructure, whilst looking for opportunities to create efficiencies through digital innovation into the future. The successful applicant will be instrumental in assisting the development of an IT and data management strategy, while understanding the key issues on the ground through their role as the key escalation point for IT issues. The first priority for this role will be to optimise the organisation's use of Sharepoint along with researching the best platform for data management within the organisation. Experience in forming working groups and scoping and delivering solutions in consultation with end-users will be highly regarded. You should be experienced in managing multiple phases of discrete projects to agreed outcomes and providing training to internal users in new systems. Good collaboration is a must!

Reporting directly to the COO, this position requires someone who is highly motivated, self-driven and stakeholder focused. An understanding of the importance of accurate data management and statistics is essential. Generous salary-sacrificing arrangements are offered.

Essential requirements are:

- Bachelor degree in IT or equivalent work experience
- Experience in scoping data and IT solutions and managing different phases of discrete projects
- Experience in producing and providing internal training on new systems
- Experience in forming working parties and facilitating successful outcomes
- Experience in providing IT support services in an enterprise technology environment
- Strong analytical, prioritising, project management and planning skills
- Proficient in Microsoft Office, including SharePoint

If this is the role you have been looking for, please send your CV application addressing the above requirements to **deborah@caxton.org.au** by close of business **18 February 2019**. Due to the volume of applications, only those successful in gaining an interview will be contacted.

FURTHER INFORMATION