Position Description
Systems and Data Administrator

Position description:	Systems and Data Administrator – Drought & BRLLI Full time, 24-month contract This position is based in Canberra, Brisbane or Remote
Approval date:	10 June 2022

Context

The Australian Rural Leadership Foundation (ARLF) designs and delivers leadership programs and initiatives to support thriving regional, rural and remote communities. Established nearly 30 years ago, the ARLF is an independent, not-for-profit organisation with both a national and international footprint. We rely on the financial support of the community, business, philanthropic and government sectors.

Currently we are working with the Department of Agriculture Water and Environment to deliver the Drought Resilience Leaders Program (DRLP) as part of the Future Drought Fund. Also, with the Department of Infrastructure, Transport, Regional Development and Communications to deliver programs as part of the Building Resilient Regional Leaders Initiative (BRRLI).

Position objectives

The primary objective of this role is to provide systems and data administration/ management support for a range of projects and business systems for a leadership not-for-profit organisation.

- To ensure that systems are maintained and used effectively, and to manage the systems administration so that they provide the support required to deliver quality and timely project outcomes.
- To ensure that data is captured and managed efficiently and effectively across leadership programs, working within the ARLF data management framework.

Duties and responsibilities

The duties and responsibilities of the Systems and Data Administrator include, but are not limited to:

- Provide operational and technical systems support and incident resolution to our DRLP and BRLLI Project teams.
- Support software tool Survey Monkey Apply to include changes, automations and identifying enhancements and issues (training provided).
- Maintain SharePoint file structures, naming conventions and integrations (MS Office Suite).
- Assist with training and technical support to team members and external stakeholders.
- Supporting virtual workspaces – Microsoft SharePoint and Teams, and other applications within the ARLF.

- Update Project Management and CRM systems, ensuring data integrity and sharing across programs.
- Setting consistent standards for the definition and capture of data across multiple programs.
- Plan and manage reporting requirements including designing and running reports.
- Prepare data and reports required for the projects using system data.
- Liaise with other areas for preparation of reports and enquiries.
- Work as a member of the ARLF team to assist and support other staff as required, contributing to the broader role and aims of the organisation.

Organisational relationships

The occupant of this position is:
- Managed by Director, Finance and Operations.
- Accountable to the Chief Executive.
- Required to work collaboratively with other ARLF staff to ensure the ARLF's communications are aligned.

Delegations and authorities

- Financial delegations and authorities are not associated with this position.
- The occupant of the position will assist in the monitoring of specified budget information for designated projects and programs and is required to certify invoices in relation to the availability of funds.

Conditions of employment

Detailed conditions of employment are set out in the employee's contract and the ARLF's Staff Handbook. It is a condition of employment that ARLF employees are fully vaccinated against COVID-19 unless they have a protected attribute.

From time to time there may be an increase in weekly hours and the requirement to perform higher duties. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions required of the position.

About you

You are a person who has an eye for detail and enjoys juggling a range of tasks and diverse stakeholders. You enjoy working in a small team and are willing to pitch in to help others.

You want to be part of an organisation that has leadership development at its core and the greater good of regional rural and remote Australia as its objective.

The successful applicant will need to possess the following:

1. Previous experience in providing administrative and ICT support services or similar role
2. Technical proficiency with MS Office products and key software (Survey Monkey Apply, SharePoint, Trello, eTapestry) or ability to learn.
3. Ability to build programs and analyse systems.
4. Attention to detail in data and administrative tasks.

5. Problem solving and critical thinking skills.
6. Ability to compile and present reports and other data.
7. Good communication and interpersonal skills and experience in working cooperatively in a small team environment.
8. Demonstrated ability to collaborate and work productively in a small team.

Additional requirements

1. Interstate travel may be associated with this position.
2. Employment offers will be conditional until successful completion of a police check and citing of up-to-date Covid-19 vaccination status.

The Australian Rural Leadership Foundation values diversity in our workplace and encourages people from all backgrounds, abilities and identities apply. Please note that you must have the appropriate right to work in Australia to be eligible for this role.