



Position Description

Non-supervisory Employees

Position Title	Corporate Application Project Officer
Section	Digital Technology
Division	Corporate Performance
Reports to	ICT Project Manager
Grade	12
Employment Status (FT/PT/Casual/Temp)	Full Time Temporary (24 months)

Position purpose

The primary purpose of this position is to work under general direction from the ICT Project Manager, in assisting to configure, test and deploy critical corporate applications to the organisation. You will be a subject matter expert who provides both technical application administrative functions, while also able to configure key Local Government land/property, asset and financial systems. You provide both back office and customer facing support to corporate applications.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Undertake tasks as assigned from the ICT Project Manager.
- Provide specialist expertise to facilitate and execute the configuration and installation of corporate applications (in particular Civica Authority).
- Undertake and/or support staff in the testing of new versions of application software prior to installation.
- Investigate and resolve technical application issues.
- Create and maintain all related documentation to ensure that operational knowledge for application software is fit for purpose and current.
- Be the subject matter expert for Civica Authority application modules, including Finance, property, rating and assets.
- Carry out database management, including assisting staff in SQL query writing or Crystal reporting.
- Train, advise and assist other ICT staff in supporting corporate applications systems.
- Any other duties as directed by the Group Manager Digital Technology.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Document Endorsement

Date 10 August 2017 **Group Manager** Adam Holthouse – Digital Technology

Date 10 August 2017 **Director** Corporate Performance

Employee Name _____

**Employee
Signature** _____

Date _____