



# Recruitment Selection Criteria

## Corporate Application Project Officer

<b>Position Title</b>	Corporate Application Project Officer
<b>Section</b>	Digital Technology
<b>Division</b>	Corporate Performance
<b>Grade</b>	12

### Essential requirements

1. Significant experience with and knowledge of Civica Authority software.
2. Knowledge of Local Government services environment and business processes.
3. In-depth knowledge of Microsoft SQL language and services.
4. Communicates fluently, verbally and in writing, with the ability to present complex technical information to non-technical audiences.
5. Tertiary qualifications in Information Technology.
6. Experience in supporting corporate applications, in particular finance, property and asset systems.
7. Ability to develop and run through test plans to ensure correct application behaviour.
8. Prior experience in supporting large, complex and integrated corporate applications.

### Desirable requirements

1. Information Technology Infrastructure Library (ITIL) Foundations Certificate.
2. Experience in supporting Corporate Applications running in Microsoft Server environments.
3. Knowledge of HP TRIM Electronic Document Management System.
4. Understanding of business reporting via Crystal Reports.
5. Knowledge of mobile computing for field staff.

### Our Values

**Communication | Accountability | Professionalism | Integrity | Teamwork**

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.