



Vacant Position

IT Coordinator

The Anindilyakwa Land Council (ALC) is seeking a full-time IT Coordinator to join our team. This position will be based in Cairns. The IT Coordinator will facilitate the technology agenda for the ALC operations on Groote Eylandt and Cairns and provide leadership in the management of ALC technical activities, ensuring support and improvement to operational systems and networks.

Role & Responsibilities

- Manage internal and external day-to-day IT operations, providing overall management of technology vendor(s), developing a comprehensive on-going IT project management plan.
- Provide advice on the most suitable IT equipment across the organisation and seek vendor
- Maintain licenses and upgrade schedules
- Manage, track and measure system and network performance

Selection Criteria

- Knowledge of information technology and operation technology disciplines; e.g. software management and interfaces, production operations, quality assurance and systems management, etc.
- Experience in managing WAN and LAN environments
- Have exceptional planning and organisation skills to meet deadlines and prioritise workloads, while managing multiple projects.
- Excellent oral and written communication skills with an ability to present and discuss technical information that can be easily understood by all
- Must be able to think and plan strategically across the organisation
- Provide simplicity and refined technical information into business language
- Must be able to interact with all levels of the organisation with demonstrated success at initiating change and ability to influence at all levels

To apply for this position, please submit your resume and cover letter to humanresources@alcnt.com.au.
Position closes 15th March 2019.

