

**Healthy Land and Water Ltd (HLW)
Position Description**

POSITION:	Business Systems Analyst
REPORTS TO:	Chief Financial Officer and Chief Operating Officer
EFFECTIVE FULL TIME:	1.0 FTE (12 Months Contract)
LOCATION:	Brisbane
COMMENCEMENT:	1 August 2017

Organisational Environment

Healthy Land and Water (HLW) is a not-for-profit, independent organisation working to protect and improve waterways and natural asset health in Queensland. The waterways and natural assets of SEQ are an integral part of our lifestyle and economy. With a rapidly growing population and increasingly unpredictable climate, the challenge is to protect our precious natural assets for future generations to enjoy.

Healthy Land and Water facilitates careful planning and coordinated efforts at local and regional levels among member organisations from government, industry, landholders, research and the community to deliver the Healthy Land and Water Purpose:

"To provide the preeminent services in South East Queensland for understanding and communicating about waterways and the natural assets that support them, and for connecting science, community and management to influence and deliver on-ground outcomes that address risks and secure SEQ's waterways and natural assets."

Healthy Waterways and Catchments was created in 2016, through the unification of two existing organisations, Healthy Waterways Ltd (**HWL**), and South East Queensland Catchments Ltd (**SEQC**).

For more information, please visit www.hlw.org.au

Position Summary

The Business Systems Analyst role is primarily to solve the organisational information problems and requirements by analysing requirements, design organisational systems architectures, recommending and implementing system controls, processes and protocols.

Healthy Land and Water will focus on all the region's natural assets of land and waterways leveraging the combined resources and expertise of both organisations to better deliver and support community and government expectations while addressing current areas of duplication.

Healthy Land and Water will be the recognised Regional NRM body for South East Queensland and will be responsible for delivery of the Australian Governments National Landcare Program as well as the Queensland NRM program.

HLW's purpose is to make a significant difference to South East Queensland's natural resources, economy and community. It aims to:

- Secure funding from government and business for projects to improve grazing, reduce erosion, repair waterways, manage pests and weeds, restore degraded habitats and look after our coastal areas.
- Protect and improve the waterways of South East Queensland. With a rapidly growing population and increasingly unpredictable climate, our waterways are under increasing pressure from threats such as soil erosion, stormwater run-off, litter and land clearing.
- Work with community, industry, government and research partnerships to achieve healthier waterways and natural resources that underpin a healthy community.
- Work to understand and communicate the condition of waterways and natural resources to drive and influence future targets, policy and actions.
- Increase the capacity of the community to better manage natural resources through improved knowledge and heightened awareness of land and water management issues via provision of advice, training, support and services where practicable.
- Monitor and report on waterway health, educate on the value of our waterways and support reforms to policy and planning where it will benefit our waterways and community. Work with governments at all levels to align policy and planning with objectives.

Reporting jointly to the CFO and COO, specific accountabilities and performance indicators will be set against the Strategic Plan and annually against work plans. Financial delegation is provided at the discretion of the CEO and in line with organisational policy.

Key Responsibilities

1. Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats.
2. Designs new computer programs by analysing requirements; constructing workflow charts and diagrams; studying system capabilities; writing specifications.
3. Improves systems by studying current practices; designing modifications.
4. Recommends controls by identifying problems; writing improved procedures.
5. Defines project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget.
6. Monitors project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.
7. Maintains system protocols by writing and updating procedures.
8. Provides references for users by writing and maintaining user documentation; providing help desk support; training users.
9. Maintains user confidence and protects operations by keeping information confidential.
10. Prepares technical reports by collecting, analysing, and summarizing information and trends.



11. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
12. Contributes to team effort by accomplishing related results as needed.

Other Responsibilities

1. Support and coordinate internal IT requirements with external IT provider on an as need basis.
2. Encouraging continuous improvement within the organisation.
3. Working collaboratively within the Corporate Services and Project Teams and across the organisation.
4. Doing whatever is reasonably practical to ensure that both the workplace and the work itself are safe, in consultation with staff affected and the Workplace Health, Safety and Sustainability Committee.

Working Relationships

Internal

- Chief Financial Officer (primary)
- Chief Operating Officer (primary)
- Corporate Services team
- Operations team
- Subsidiaries team
- Other staff when required

External

- IT Provider
- Systems Provider
- Other stakeholders as required

Selection Criteria

Essential

1. A formal qualification in Business and Information Technology is required.
2. Strong knowledge and experience Software Design, Software Documentation, Software Development Process, Software Requirements, Analysing Information, Teamwork, Software Maintenance, Written Communication, Promoting Process Improvement.
3. Demonstrated ability to build productive relationships and work collaboratively with diverse stakeholder groups ~ scientist, engineers, accountants and administration staff.
4. Demonstrated ability to design, implement, coordinate, and report on multiple projects with conflicting priorities to achieve agreed targets and outcomes in a timely manner.
5. Highly developed skills in written and oral communication, including the ability to convey and disseminate technical and system information in an easy to understand format.
6. Highly developed skills in training, facilitation and system review.
7. Excellent computer skills and a good understanding/working knowledge of key software (e.g. Word, Excel, Publisher, PowerPoint, Outlook, Adobe and others).
8. Ability to use Financial 365, Microsoft Dynamics or any ERP systems would be advantages.
9. Ability to use social media and other relevant digital communication tools would be beneficial.
10. Current Class C manual Driver's Licence.

Special Terms and Conditions of Appointment

A three-month probationary period applies to this position.

Some terms and conditions may be negotiated at the time of engagement and will be commensurate with the applicant's experience, knowledge, skills, abilities and personal qualities.

The employee should have a current Queensland driver's licence as the position may require travel throughout South-East Queensland.

Organisational Expectations

- **Equal Employment Opportunity**

Employees must have knowledge and understanding of Equal Employment Opportunity legislation.

- **Occupational Safety and Health**

All employees must be familiar with Occupational Safety and Health policy and be committed to maintaining a healthy and safe work environment.

