

Position description

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| Role: | Senior ICT Officer (Web and Reporting) |
| Unit: | Corporate Support |
| Classification: | VicHealth Level D |
| Salary range: | Commences \$61,100 - \$66,500 (plus 9% Superannuation) |

Introducing VicHealth

The Victorian Health Promotion Foundation (VicHealth) was established by the Victorian Parliament as an outcome of the *Tobacco Act 1987* with a mandate to promote good health and prevent disease.

VicHealth operates from the principal understanding that individual and population-wide health status resides within a complex social, cultural, economic and physical environmental context. In order to fulfil its mission to promote good health, VicHealth partners with all layers of government, many peak and community-based organisations, and across many different sectors to create health-supporting environments, as well as encouraging individuals to change their health-related behaviour. Underpinning VicHealth's work is the belief that health is a fundamental human right; that everyone shares in the responsibility for promoting health; and that everyone should benefit from improved health outcomes.

When you join VicHealth, you will work with a diverse group of highly skilled, committed and spirited people who value the collaborative work culture and relaxed professionalism, and who appreciate the shared vision, the sense of community and the development and learning opportunities available.

Our strategic priorities in health promotion

VicHealth's strategic priorities address the factors contributing to chronic disease, and reflect national and state health priorities, which are to:

- reduce smoking
- improve nutrition
- reduce harm from alcohol consumption
- increase physical activity
- increase social and economic participation
- reduce UV exposure

Our values

Be Brave, Just and Creative

Position details

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| Role title: | Senior ICT Officer (Web & Reporting) |
| Program area: | Corporate Support - ICT |
| Reports to: | ICT Manager |
| Incumbent: | New position |
| Purpose of role: | To enhance and support the VicHealth Intranet and Internet sites. To create and support a suite of Management Reporting, using information at source from VicHealth core applications. |

Responsibilities

| Functions | Activities |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Intranet Development & Support | Develop & enhance existing CMS-based Intranet, defining prioritising and delivering solutions that may include integration with other (predominantly SQL Server-based) data sources. |
| Management Reporting development and support | Working with operational and senior management, develop requirements for various management reporting then, using Crystal Reports and other appropriate tools, deliver a range of web and paper reports. |
| Internet Development & Support | Project scope: <ul style="list-style-type: none"> Determine and confirm requirements from the Communications Team Project management: <ul style="list-style-type: none"> Monitor and ensure effective delivery of external provider enhancements to VicHealth intranet site, coordinating UAT and implementation. |
| Other Projects | Undertake other ad-hoc activities and tasks as occasionally directed by the ICT Manager. Deputise for the ICT Manager when required. |

Relationships

This role is required to work closely internally with the ICT team, the Corporate Support Unit and Communications Unit and is expected to develop and nurture excellent relationships with the CEO and Executive Managers. Externally the role requires liaison with contracted service suppliers, as well as maintaining up to date knowledge of systems and solutions relevant current and future organisational needs.

Knowledge, experience and skills

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| Qualifications and experience | <ul style="list-style-type: none"> Relevant post graduate qualifications (would be an advantage) 2-3 years in role with Analysis & Programming component Web Integration Management Reporting/Business Intelligence development |
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| Technical skills | <ul style="list-style-type: none"> • Microsoft .Net in a web environment • SQL Server experience (especially in the context of Web Integration) • Crystal Reports • CMS-based development & customisation (Sitecore an advantage) • Active Directory integration exposure |
| Non technical skills | <ul style="list-style-type: none"> • End-to-end exposure to the development cycle: <ul style="list-style-type: none"> • Requirements gathering and documentation • Development • System Testing • Supporting UAT • Implementation (ie User Training & Documentation) |
| Project management | <ul style="list-style-type: none"> • Consults, liaises with and influences key stakeholders • Produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified • Monitors performance against objective and manages project risks and issues and ensures project objectives are met |
| Problem solving | <ul style="list-style-type: none"> • Anticipates potential problems and pre-empts required actions • Continually liaises with key stakeholders to ensure full understanding of the issues • Evaluates implemented course of action and makes adjustments as required |
| Initiative and accountability | <ul style="list-style-type: none"> • Proactive and self starting • Seizes opportunities and acts upon them • Takes responsibility for own actions |
| Written and verbal communication | <ul style="list-style-type: none"> • Prepares written information and complex ideas in plain English • Prepares and delivers logical, sequential and succinct presentations • Demonstrates excellent attention to detail • Deals well with difficult and sensitive topics and questions |

Scope of the role

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| Financial delegation | None |
| People | <ul style="list-style-type: none"> • No direct management responsibilities • May allocate work to and supervise other staff performing project work • May be asked to provide a mentor role within the team |
| Governance responsibilities | None |