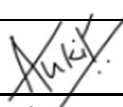


**JOB DESCRIPTION****TITLE:** INFORMATION TECHNOLOGY & SYSTEM ADMINISTRATOR**LEVEL:** BAND LEVEL 6**RESPONSIBLE TO:** Director Corporate Services

Position Status:	Continuing Employment - Full Time
Position Approved by:  Ankit Pansal, Director Corporate Services	Date: 20/10/2026

POSITION OBJECTIVES:

The Information Technology Program Leader position will focus on the operations and planning for the current and future business of Council, by managing technological transformational change, information management, organisational advancement and a customer centric service delivery.

KEY RESPONSIBILITIES:

- Perform regular maintenance activities to ensure the integrity of Council's Information and Data systems (including Asset Management and CRM)
- Ensure reliability of systems, software, hardware to ensure efficient Council operations
- Supervise the storage and retrieval of information from Council's electronic records management system - InfoXpert.
- Authorise, administer and oversee the process for digital data distribution daily.
- Data Integrity, perform regular database audits to ensure the integrity of stored data
- Develop and implement data management strategies, programs and tools to ensure products, processes are efficient and driven by a philosophy of continuous improvement
- Assist with the development of strategic direction of the Councils IT, Information Management and Document management systems to meet Council objectives
- Manage the Geographic Information Systems (GIS) which includes Cartographic Services (Exponare).
- Coordinate the engagement process for external contractors to provide IT related services.
- Manage Service Level Agreements across the IT and Information sectors.
- Perform other tasks as assigned

- Meet all Workplace Health and Safety requirements, and follow appropriate safety and health practices for self and others.
- Effectively use Council's document management system ensuring tasks are actioned on time.
- Operate within the Council's delegated authority manual.

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Guided by the Manager Corporate Services, proffer specialist advice as and when required to ensure successful outcomes for day-to-day operations of the Council with regards to Systems & Services
- Accountable for recommending improvement opportunities to ensure the continued success of Council's Information Technology Systems and Services

JUDGEMENT AND PROBLEM SOLVING:

- Decision making is subject to analysis of data in the technology industry and market trends.

SPECIALIST KNOWLEDGE AND SKILLS:

- Application of extensive knowledge and a high level of skill in the Information Technology field to resolve issues having elements of complexity.

MANAGEMENT SKILLS:

- Ability to manage minor projects through to completion
- Ability to work autonomously and/or in a team environment.
- Ability to efficiently and effectively plan and use own time in setting priorities to achieve set objectives within set timelines.

INTERPERSONAL SKILLS:

- Ability to relate professionally with a diverse range of people.
- Excellent verbal and written communication skills.

QUALIFICATIONS AND EXPERIENCE:

- Professional qualification in a related field i.e. Computer Science, Computer Engineering, Electrical Engineering, Systems Analysis, or related discipline.
- 3-5 years of Information Service experience in at least two disciplines

KEY SELECTION CRITERIA:

- Professional qualification in a related field i.e. Computer Science, Computer Engineering, Electrical Engineering, Systems Analysis or related discipline.
- 3-5 years of Information Service experience in at least two disciplines
- Excellent interpersonal and communication skills including the ability to liaise with a diverse range of people.
- Ability to effectively plan and prioritise actions for outcomes.
- A consistent high performer, results driven and customer focused

- Demonstrated self-management skills including effective time management and organisational skills.
- Undertake Pre-Employment Medical and completion of a Criminal History Check.
- Current Northern Territory Driver's License.

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment– including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee: