

Role Description

Computer Systems Officer

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	23294	CM No. 16/68435
Work Unit	Business Systems Maintenance Digital Solutions Information and Technologies Branch People, Information and Communication Services Division	
Location	Brisbane	
Classification	PO2 (Progressional) Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week	
Job Type	Permanent Full-time and Temporary Full-time Temporary period until 30 September 2024 unless otherwise determined	
Salary Range	\$73,593 - \$106,663 per annum Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>	

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland. Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Computer Systems Officer, you will:

- Work collaboratively as part of a team on tasks relating to the development and support of in-house developed business information systems.
- Assist with systems analysis, systems design or specialist activities relating to the development and support of business information systems.

The Computer Systems Officer reports to the Manager, Business Systems Maintenance, Digital Solutions, Information and Technologies, People, Information and Communication Services.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Undertake support and maintenance of systems in accordance with specified maintenance procedures, built and/or supported by Business Systems Maintenance. **(SFIA, Level 2 – ASUP)**



- Assist systems owners and/or users in planning, testing, implementation and documentation to support web applications. (**SFIA, Level 2 – PROG**)
- Undertake activities relating to the development, maintenance and support of business web applications, including data and systems analysis, systems design, testing and documentation, programming and unit testing.
- Coordinate system builds and releases through to production.
- Evaluate, prepare reports and take corrective action on system problems and operational inefficiencies of computer systems in production
- Provide responsive support and advice on information technology matters to system owners and business.
- Assist in the investigation and formulation of appropriate computer systems development standards and methodologies.
- Contribute to the maintenance of a strong client focus.
- Ensure appropriate standards and quality assurance requirements are followed including the review and enhancement, as necessary, of quality management processes, policies and procedures.
- Utilise various software development tools, languages and technologies in the development and support of business systems.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- Possession of a relevant degree from a recognised tertiary institution or agreed equivalent which, in the opinion of the Director-General, Department of Education or delegate is acceptable and is relevant to the responsibilities of the role.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

This role maps to **Individual Contributor**

Vision

- Makes insightful decisions - Gains insight into issues by analysing the available information in a critical manner; Clearly describes the rationale behind decisions and works with other to recognise potential bias
- Stimulates ideas and innovation - Uses data and leverages technology to achieve greater efficiencies; Actively participates in the design of new solutions and new ways of working

Results

- Builds enduring relationships - Supports others by providing timely information within own area of expertise in an articulate and non-technical manner; Communicates in a clear, succinct and deliberate manner, adjusting the message so that it resonates with different stakeholders
- Drives accountability and outcomes - Contributes to the development of team objectives and recognises own role in achieving results; Welcomes challenges in the delivery of work and demonstrates persistence in working through obstacles

Accountability

- Pursues continuous growth - Demonstrates insight into personal strengths and areas for development and takes account of these when acting; Takes personal accountability for learning, and eagerly pursues new knowledge and experiences
- Foster healthy and inclusive workplaces - Enhances safety and inclusion in the team by sharing ideas and participating in initiatives; Demonstrates openness to diversity and supports practices that enable all individuals to participate to their fullest ability

Additional information

- This role description works in conjunction with the Candidate Information Package.
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