CRICOS Provider Code: 00219C

POSITION DESCRIPTION

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Analyst / Developer – HEW 5
Information and Technology Directorate

Position Number/s	641067
Position Status	Continuing, Full-Time
Position Supervisor	Associate Director – Online Systems
Number of Positions Supervised	Directly: Nil Indirectly: Nil
Job Family Category	Specialist Professional

You will:

Work as part of the Online Systems Team to provide base level technical support relating to the design, development and implementation of routine programs and information systems.

You are responsible for:

- Conducting analysis of user system and application needs and development as follows:
  - Identifying and documenting user needs and evaluation of software designs to meet user requirements, working closely with relevant functional experts.
  - Identifying alternative solutions and approaches to meet requirements.
  - Maintaining knowledge of emerging technologies, and assisting with recommending improved work practices.
- Using your technical knowledge to develop programming code to meet requirements as follows:
  - General development of code, testing of systems and providing feedback regarding improvements/changes where necessary.
  - Compilation of relevant documentation relating to systems development.
  - Carrying out assessment of existing or third party applications software to meet user needs.
- Assisting with the implementation and maintenance of information systems as follows:
  - Assisting with general designing of database systems.
  - Participating in systems maintenance activities as required, and contributing to the ongoing improvement of databases and systems.
  - Liaising with clients to provide a range of general technical advice and assistance.

Selection Criteria

Incumbents will need to exhibit the knowledge and educational requirements, skills and experience requirements, critical capabilities and motivational and job fit attributes required for the position.

Applicants, please provide detailed examples of how you exhibit the knowledge and education, skills and experience, critical capabilities and motivational and job fit attributes required for the position when preparing your responses to the selection criteria. Please refer to Job Application Form for instructions on how to respond to selection criteria.

<table>
<tr><th>Knowledge and Education</th><th>Skills and Experience</th></tr>
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Essential

- Demonstrated working knowledge of software design principles and ability to design and develop stable program code and relational database queries.
- Demonstrated ability to understand and interpret user needs, and capacity to apply programming expertise to develop systems that meets user requirements.
- Completed a relevant IT degree and have at least one year of work experience in supporting Information Systems; or an equivalent combination of relevant experience and education/training.

Desirable

- Working knowledge and experience in at least **two** of the following programming languages and toolsets:
  1. PHP
  2. .Net Framework
  3. SQL
  4. HTML
  5. XML/XSSLT
  6. Reporting/Analysis Tools
  7. SharePoint and Nintex Forms

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Essential

- Demonstrated ability in gathering and documenting business requirements using BABOK framework.
- Demonstrated effective problem solving skills by identifying solutions to resolve user identified problems.
- Demonstrated experience in analysing software functions and defects.
- Demonstrated interpersonal and communication skills to enable effective performance of duties, including:
  - The ability to maintain harmonious working relationships with others and participate in project teams and
  - Experience achieving results whilst working collaboratively within a team environment.

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<tr><th>Critical capabilities</th><th>Motivational and Job Fit Attributes</th></tr>
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Achieves results

- Takes responsibility for own performance and their contribution to team achievements.

Engages and connects

- Seeks to understand the key priorities of stakeholders and gain their commitment through consultation and involvement.

Personal drive and integrity

- Seeks out opportunities for personal and professional development and additional responsibility in order to learn new skills and grow.

Shapes the future

- Considers how creative ideas may be introduced into workplace practices for improvement.

Communicates with influence

- Listens carefully and asks questions to clarify own understanding.

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This position would suit someone who gains job satisfaction from:

- Diversity in the workforce.
- Collaborating and cooperating with other departments to achieve positive business outcomes.
- Continuously improving and exploring new ways to do their job successfully.
- Striving to understand and meet customer expectations and satisfaction.
- Increasing knowledge and skill when circumstances call for additional learning.
- Being a high-involvement team member who enjoys working in a participative and empowered environment.

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Other job requirements

- CQUniversity promotes multi-skilling and job rotation. Staff may therefore be expected to perform tasks peripheral to their main duties consistent with classification descriptions and training/instruction received.