

## **Selection Criteria – Systems Support Officer**

### **Essential:**

1. Experience in managing data entry, data integrity and establishing reporting systems to meet stakeholder requirements
2. Strong analytical skills with the ability to interpret data, provide reports, identify risk and make recommendations to support staff and management
3. Excellent time management and problem solving skills with the ability to meet deadlines
4. Attention to detail with a commitment to provide high quality support
5. High level experience in Excel and the use of client record management systems and other Microsoft programs
6. Ability to learn new software easily
7. Ability to work autonomously and effectively as part of a team to achieve best outcomes
8. Well-developed interpersonal and communication skills with the ability to form effective relationships across all levels, internally and externally and with people from diverse backgrounds

### **Desirable:**

1. Experience in SAP, Webi or Power BI
2. Knowledge of the NDIS or experience in the Community Services sector

***We value diversity and welcome applicants from all walks of life, ages, backgrounds and cultures.***