

Clear Horizon

Business Systems Support

About Clear Horizon

Clear Horizon is a world-class evaluation and social impact measurement organisation that works domestically in Australia and internationally. For over 15 years we have been leaders in measurement, evaluation and learning (MEL), program evaluation, and social impact measurement. More recently we have incorporated digital and user-centred approaches into our ways of working. We increasingly work as developmental evaluators and leverage our strong roots in participatory and collaborative approaches. We aim to build capacity with our clients in all our work is enabled by our cutting-edge Academy.

Our mission is to power change makers to create a positive impact for people, place and planet. We are a women-led, for-purpose company and we make deliberate choices about who we work with to maintain our principles of social justice and environmental sustainability.

Summary of Job Profile

This is a new role at Clear Horizon that will support the business by administering internal management systems, supporting system implementation and improvements, and ensuring that data management policies and procedures are available and followed so that our information technology operates efficiently and effectively. As this is a new role, there is opportunity for it to evolve over time as the business needs change and this role has the potential to be a gateway role into other areas of the business, including digital consulting.

Key Responsibilities

Systems Administration

Support the business through assisting in computer hardware and software issues related to Office 365, SharePoint; developing and managing MS templates and forms, and the administration of software licence e.g. Zoom, LucidChart, Miro, Chatbox, Culture Amp, Accelo, Ring Central to ensure staff are supported and have access to relevant systems.

Management Systems

Manage and maintain the project information management system (Accelo), to ensure accurate information is recorded in order for the business to make informed decisions and support the use of MS Teams and SharePoint across the company including process documentation and staff training to ensure information is stored and shared consistently and can be accessed easily.

Business Information Reporting

Assist the Microsoft Developer to update business reports and visualisations using Microsoft Power BI software to ensure accuracy of information is maintained.

Business Software Solutions

Undertake research and development of recommendations of business software solutions to assist Directors make informed investment decisions and ensure Clear Horizon are supported in terms of technology solutions.

Data Privacy Policy

Oversee and manage data privacy and security across different systems and applications and ensure they are aligned with Clear Horizon's data security policies to maintain data integrity and protection.

Risk and Compliance

Oversee IT compliance of staff through developing and update training materials and conducting compliance audits to ensure staff are aware of the key issues and their obligations around data security and privacy.

About You

You are highly motivated, suitably qualified and have exceptional organisational skills. You are comfortable in using your initiative, being adaptive and being a problem solver with a can-do attitude to your work. You are adept at managing competing demands and priorities and able to work well in a team as well as independently.

You have a good working knowledge of Office 365 Suite (SharePoint, Teams, Power Platform), have some knowledge of data visualization (PowerBi preferably) and have some experience in systems administration (Accelo preferably but experience in other platforms such as Salesforce or Scoro would be suitable). It would be awesome if you have some understanding or experience in managing of digital policies and processes. You have high ethical standards and personal integrity, and ideally you have worked in a consulting environment and/or in a not-for-profit, government or social enterprise organisation before.

Qualifications

Graduate qualification in Information Technology

Experience

At least 2 years' experience working in a similar role

Experience in analysing business requirements and developing IT solutions

Knowledge of different software management systems

Clear Horizon is a dynamic organisation with a family-friendly workplace that values work-life balance. Committed to conserving Australia's biodiversity and strengthening our local community we acknowledge the rights of Indigenous people within Australia and overseas, and work proactively for social justice and environmental sustainability.

To apply

Robert Half are managing the recruitment on behalf of Clear Horizon and will be shortlisting and contacting candidates. Please send your CV and a covering letter outlining why you'd be great for this role to: Fletcher.Hanneyssee@roberthalf.com.au.