DEPARTMENT OF INDUSTRY, SCIENCE AND RESOURCES

DIVISION   **: IP AUSTRALIA**

BUSINESS UNIT: **: INFORMATION MANAGEMENT AND E-SOLUTIONS**
SECTION: **: E-SOLUTIONS GROUP 2**
STATE   **: AUSTRALIAN CAPITAL TERRITORY**

POSITION No   **: 4703**
CLASSIFICATION   **: EXECUTIVE LEVEL 1**
TITLE   **: TEAM LEADER**

WEEKLY HOURS   **: 36.45**

IMMEDIATE SUPERVISOR   **: EXECUTIVE LEVEL 2**

DUTY STATEMENT

Under limited direction, lead and manage a team of IT professionals responsible for investigating, designing, enhancing and/or providing IT solutions using newly emerging technologies such as imaging, optical storage, and Inter/Intranet delivery mechanisms.

Co-ordinate discussions between client areas and project staff in order to achieve the project goals.

Provide strategic and technical advice on matters relating to IT related issues, such as imaging, optical storage, and Inter/Intranet technologies.

Special skills / qualifications / experience:

Experience in the investigation, development and support of imaging and optical storage systems, and UNIX and Windows NT environments highly desirable.

CONDENSED WORDING FOR THE GAZETTE:

Duties:

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Eligibility/Other requirements:

Demonstrated experience and appropriate qualifications.

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SELECTION CRITERIA: PN 4703

An ability to effectively lead a team of diverse people in an equitable, participative and consultative manner to achieve organisational goals.

Proven ability to provide technical leadership in the areas of imaging and optical storage, including (but not limited to): PDF, TIFF, ISO 9660, PCL and PostScript. This should include examples of an ability to initiate new directions, and to establish corporate standards and corporate direction.

Demonstrated experience in the analysis, design, development and/or successful implementation of IT systems.

Demonstrated ability to:
- apply analytical and conceptual skills of a high order
- understand current trends and directions in the development and implementation of IT systems.

Proven ability to communicate effectively including:
- liaison with customers, colleagues and management
- mentoring team members in relation to specialist technical skills.

Relevant experience in one or more of the following:
- general applications development a subset of the following environments: C, C++, perl and bourne shell
- the development and support or large scale imaging or optical storage projects
- operating system experience with UNIX, and Microsoft Windows.

Proven ability to work with a minimum of supervision to produce an agreed outcome within agreed time frames.

Approved: Date   /   /

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POSITION DESCRIPTION: PN 4703

The Information Management and E-Solutions business unit is responsible for delivering business solutions for IP Australia business units. The E-Solutions section operates through small, multidisciplinary teams which have specific goals and objectives linked to IP Australia's business processes. The section works in close cooperation with the Infrastructure, and User Support and Planning sections to achieve business outcomes.

The occupant of this position will be required to lead a team of information technology professionals in the role of team leader.

As a team leader, the occupant will be responsible for a particular system or range of systems and will be required to liaise with appropriate section customers (project managers and system user managers in other IP Australia business units and in other areas of IT Services Business Unit) in maintaining or developing applications for those customers. The occupant will undertake some or all of the business analysis, systems analysis, design, development, implementation, documentation and project management tasks.

An important part of the occupant's leadership role will involve the mentoring of team members, especially in relation to their technical skills and personal development.

The occupant will participate in section planning and development tasks.