



POSITION DESCRIPTION

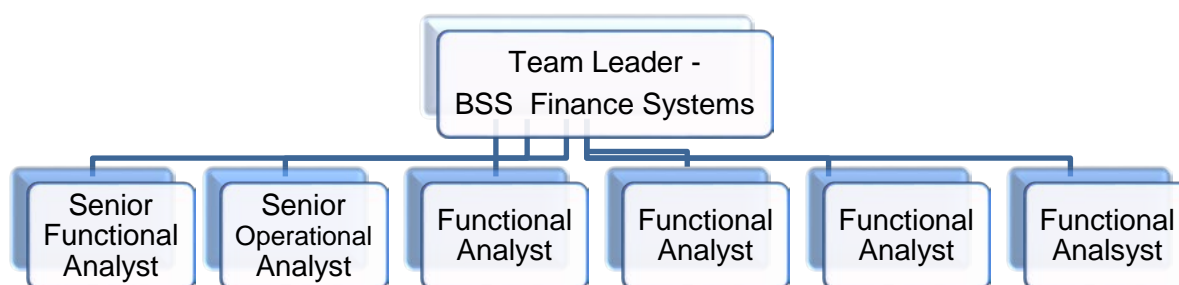
POSITION TITLE	Team Leader (Finance Systems)
POSITION NUMBER	00050115
POSITION LEVEL	HEW Level 9
SECTION	Enterprise Information Systems
ELEMENT	Division of Information Services
SUPERVISORY RESPONSIBILITIES	Up to 6 Functional Analysts in both continuing and fixed term roles
EMPLOYMENT TYPE	Continuing, Full Time

BACKGROUND

The Division of Information Services provides enable technologies, systems and solutions for teaching, research and administration. The Enterprise Information Systems section (EIS) is responsible for the development, implementation and support of all enterprise systems and associated systems that support Griffith University in meeting its strategic objectives.

This position is one of four Team Leader positions within Business Systems Services (BSS) and works closely with clients who are users of the University's enterprise systems. The position maintains a high standard of professionalism as a key contact for BSS.

REPORTING RELATIONSHIPS



POSITION OBJECTIVES

This position is responsible for managing a team of professional staff delivering quality services that support the administration, operation, business process, workflows and users of the Corporate Finance systems.

KEY ACCOUNTABILITIES

Manage the delivery and system support services to clients and stakeholders in their use and operation of Finance systems:

- Participate in planning and development of strategies for the delivery of support services to different client groups in the University.
- Consult with clients regularly to establish business needs, information system requirements and priorities and to ensure client satisfaction with support provided.
- Provide regular and ad hoc reports and statistics to senior officers regarding the University's Finance related activities.
- Undertake delegated complex or sensitive business processes as agreed with client groups.
- Participate as a member of the BSS Management Team.
- Conduct regular (fortnightly) meetings with key Finance and BSS staff, to assist in the planning and management of these key accountabilities.

Lead a work team:

- Manage the performance of team members.
- Identify training needs and develop the skills of team members to meet current and future client requirements. This includes spending time mentoring and coaching staff.
- Manage team resources.
- Develop, manage and review the team's system and business process documentation.
- Provide statistics on the team's activities/performance to relevant stakeholders, including reporting at the fortnightly Finance/BSS meetings.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Lead and promote fair, ethical and professional work practices in accordance with the University Code of Conduct.

SELECTION CRITERIA

Essential:

- Completion of a relevant degree in Information Technology, or an equivalent combination of relevant experience and/or education/training.
- Well-developed client relation skills including proven ability to interact with a wide cross section of clients from different academic and administrative elements with differing levels of system literacy.
- Experience in leading a team of functional and/or technical professionals in supporting a large ERP system/s.
- Demonstrated high level of organisational and administrative skills.
- Proven problem solving skills and the ability to implement innovative and integrated solutions.
- Well-developed communication skills.
- Knowledge of current industry trends and demonstrated active participation in remaining abreast of current applicable practices and technologies.

Highly Desirable:

- Detailed knowledge of financial systems in a University environment, preferably PeopleSoft.

BENEFITS AND CONDITIONS

The following links provide access to information regarding the range of benefits enjoyed by Griffith staff and also key information regarding employment conditions.

BENEFITS	CONDITIONS
<ul style="list-style-type: none">• Education assistance for Academic staff• Education assistance for General staff• Health plan• Salary packaging• Superannuation	<ul style="list-style-type: none">• Code of conduct• Academic Staff Enterprise Agreement• General Staff Enterprise Agreement• Fairwork Australia Information Statement

For more benefits and conditions information follow this link: [Griffith University | Pay, conditions and benefits > Employment](#)

APPLICATION PROCESS:

Please ensure your application includes the following:

- **Statements addressing each of the selection criteria**
- One page covering letter outlining your suitability for the role
- Current curriculum vitae/resume which should include:
 - Full name, address, telephone number and email address;
 - Details of education, professional training and qualifications;
 - Employment history, including present position;
 - Name and email contact of three referees.

Please note that applications close at 4.30 pm on the closing date.