

IT PROJECTS & SUPPORT OFFICER

76 hours per fortnight (1.0 FTE)

Fixed Term – 12 months

The IT Projects and Support Officer aims to support the delivery of safe, high-quality health and community services by taking responsibility for IMT related project work and providing ongoing training and technical support to BCHS staff and relevant external funded partners across the region.

The position has dedicated FTE (2 days per week) to support the implementation of the Loddon Children's Health and Wellbeing Local (LCHWL) across the region.

Led by Bendigo Community Health Services, in partnership with Bendigo Health and regional partners Bendigo and District Aboriginal Cooperative, Njernda Aboriginal Corporation, Echuca Regional Health, Dhelkaya Health, Sunbury & Cobaw Community Health, North Central LLEN and Maryborough District Health, the LCHWL provides a range of health and wellbeing services to children up to 11 years of age who may be experiencing some challenges such as developmental, emotional, relational or behavioural concerns. Services are available to families across the shires of Campaspe, Central Goldfields, Loddon, Macedon Ranges, Mt Alexander, and Greater Bendigo.

About BCHS

Bendigo Community Health Services has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 280 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Generous salary packaging
- Purchasing leave
- Study assistance
- Training programs
- Novated leasing

About the role

The role will be pivotal in ensuring that BCHS' staff are confident in their use of the required information technology and communications systems, and that the systems are optimised to support service delivery, data collection and assist collaboration across internal and external stakeholders.

Day to day you will administer and maintain the BCHS' information technology infrastructure and ensure the protection of records and security of information in line with legal and accountability requirements. You will also take the lead on IMT based projects pertaining to the LCHWL.

Development of positive relationships with both internal and external stakeholders will assist to ensure the delivery of technical support and information services, offering industry best practice to the organisation.

Probity requirements

- A current Driver's Licence
- A Police Check (paid for by BCHS)
- Current Working with Children Check or willingness to obtain

How to apply

Applications addressing the Key Selection Criteria included in the position description should be emailed to recruitment@bchs.com.au by 10pm Sunday, 14 July 2024.

Further information

For further information about the role, please contact Julie Cairns, Interim General Manager - Children and Family Services on 0438 424 824.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone (03) 5406 1312 if an automatic acknowledgement has not been received.