

Position Title:	IT Manager	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The overall purpose and objective of this position is to provide support, assistance and to maintain computer hardware, software, and networks.			

Key Responsibilities & Duties:

Major Responsibilities include but are not limited to:

1. Major Accountabilities

(Generic Responsibilities)

- Manage information technology and computer systems:
 - Plan, organise, direct, control and evaluate the operations of information systems and electronic data processes
 - Develop and implement policies and procedures for electronic data processing and computer systems operations and development
 - Control the computer systems budgets and expenditures
- Ensure technology is accessible and equipped with currency hardware and software
 - Troubleshoot hardware, software and network operating system
 - Be familiar with all hardware and software
 - Maintain current and accurate inventory of technology hardware, software and resources
- Monitor and maintain technology to ensure maximum access
 - Troubleshoot all technology issues
 - Maintain log and/or list of required repairs and maintenance
 - Provide network access to all staff
 - Connect and set up hardware
 - Load all required software
- Ensure all activities are conducted in accordance with all OHS requirements
- Follow the company's policies and procedures
- Perform other related duties as required during working hours

2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance
- Meet all requires of employment contract
- Implement company policies as required

3. Working Relationships

Internally this position works with:

- Department Managers
- All Staff

Externally key working relationships are with:

<ul style="list-style-type: none"> • •
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<p>Key Competencies</p> <ul style="list-style-type: none"> • Management and supervisory skills • Team building skills • Analytical and problem solving skills • Effective verbal, written and listening communications skills • Computer skills including the ability to operate computerised accounting, spread sheet, work-processing, graphics and website development programs at a highly proficient level • Time management skills

<p>Agreement</p> <p>I have read this Position Description and confirm that:</p> <ul style="list-style-type: none"> • I fully understand the content and agree that it forms the basis of my employment at UBT • I understand that the company may change the Position Description from time to time to suit the needs of the business <p>Signed Employee.....Date:.....</p> <p>.....</p> <p>Signed Manager:.....Date:.....</p> <p>....</p>
