Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>IT Asset Officer</th>
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<tbody>
<tr>
<td>Location</td>
<td>Bathurst</td>
</tr>
<tr>
<td>Reports to</td>
<td>Manager, Information Systems</td>
</tr>
<tr>
<td>Hours</td>
<td>37.5 hours per fortnight</td>
</tr>
</tbody>
</table>
| Conditions of Employment: | • Western NSW Medicare Local Enterprise Agreement 2013  
• Marathon Health Policies and Procedures  
• Police Check  
• Position Description  
• Working with Children Check  
• Letter of Offer |
| Incumbent       | New position |
| Contract Period: | Until 30 June 2020 (with the possibility of an extension) |

Purpose of the Role
This is a role which will provide asset management, encompassing all areas of the life cycle for hardware and software. The incumbent will work within the Marathon Health IT team and the role will incorporate the purchasing, deploying and disposing of IT hardware and software.

Position Responsibilities
The incumbent shall provide assistance to the Marathon Health team by way of the following responsibilities:

• Organise quotes, approvals, purchase orders and the ordering of IT hardware assets including laptops, all in one desktops, network & server infrastructure, desk phones, mobile phones, printers and tablets.
• Implement, deploy and oversee IT hardware assets for staff and offices.
• Assist staff to become familiar with their new IT hardware.
• Organise quotes, approvals, purchase orders and the ordering of software applications.
• Implement and deploy software applications for staff.
• Assist staff to become familiar with new software packages.
• Maintain a current hardware asset register and software license register.
• Work with staff and vendors to organise repairs for faulty and damaged hardware, and monitor quality control compliance.
• Provide management with monthly reporting on hardware that is due for replacement.
• Update documentation relating to the procurement process as required.
Other Responsibilities

- Adhere to organisation policies and procedures.
- Other duties as directed.

Other Duties

Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our ICARE values:

- Integrity and Loyalty – be real
- Collaboration and Creativity – make connections
- Achievement and Pride – be proud
- Respect – demonstrate equality
- Empathy – open compassion

Special Job Requirements

Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.

1. Eligibility to work in Australia
2. Valid Driver License.

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed ____________________________ Date ________________
Selection Criteria

Essential

- The ability to efficiently plan, organise and manage the IT hardware and software assets.
- Good communication and interpersonal skills, and the ability to work as part of a team.
- A high level of attention to detail, and a commitment to provide a high standard of service to staff.
- Good time management skills and the ability to turn around quotes and orders within the specified timelines.
- The ability to interpret staff requirements into practical solutions and give recommendations to management.
- Have an interest in and an understanding of IT hardware and software.

Desirable

- A tertiary qualification, or in the process of attaining one, in the field of IT.
- Experience with Active Directory.
- Experience with the procurement process of hardware and software.