

IT Support Officer – Junior Programmer

Are you a brilliant problem solver? Do you enjoy creating and designing IT based solutions? Do you have a keen eye for detail? Do you like working with numbers? Is it second nature for you to think logically and systematically? Are you keen to learn and develop your knowledge in IT? Are you ready to expand your skills and have a can-do attitude?

About us

ORIMA Research is Australia's leading provider of end-to-end market, social and organisational research and data analytics services to the public sector. We conduct strategically important research studies in support of public sector policies, programs and initiatives, including research and evaluations on some of the most high-profile issues of the last decade. Our projects have made a significant contribution to advancing evidence-based public policy, and public sector management.

Our projects have covered a broad range of areas and topics including the environment, education, public health, taxation, welfare reform, sport, foreign affairs and defence/security.

We have around 50 professional staff across offices in Canberra, Melbourne, Sydney and Brisbane. We also have over 30 specialised interviewers in our national Indigenous Field Force.

About the job

We are looking for an enthusiastic and self-motivated person who is keen to share and expand their IT skills to join our company.

This position is a full-time position with an immediate start in our Melbourne office.

The key duties of the IT Programmer will include (but will not be limited to):

Online data collection and reporting

- Programming surveys/data collection tools using ORIMA's in house PHP/MySQL-based online survey platform – training provided
- Programming and performing database management and reporting – training provided
- Attention to detail for checking and testing online surveys

App development and refinement

- Developing apps to enhance our products and services
- Refinement of existing in-house apps
- Liaising with staff to identify app features and then to develop/refine those design features

Project management and support

- Keeping supervisor updated on the status of projects that are in field
- Meeting deadlines for deliverables by supervisor
- Providing reports and data extracts for internal and external projects as requested

Research and development

- Undertaking research and development projects to improve the efficiency and effectiveness of the organisation's business processes and IT capability and to build own skills
- Assisting with the maintenance and development of process and systems documentation

Selection criteria

To be eligible for this job, you must:

- have strong verbal and written communication skills
- have experience with HTML and CSS
- have strong attention to detail
- be self-motivated
- be willing to learn and develop
- be able to demonstrate strong analytical and problem-solving skills
- be able to demonstrate excellent time management and organisation skills
- be able to demonstrate the ability to work and collaborate within a team, and be a genuine team player with a strong positive attitude

The following attributes are highly desirable:

- experience with PHP, MySQL, Javascript and/or JQuery
- experience in App development (Android/iOS)
- ability to work with and learn different programming/scripting languages
- strong Excel / spreadsheet / quantitative skills
- being supportive, kind, self-motivated and enthusiastic
- demonstrate excellent time management and organisation skills to undertake multiple project tasks with competing deadlines
- ability to work flexibly and effectively within a geographically dispersed team
- demonstrate the ability to work in a small team environment and be a genuine team player with a strong positive attitude

You should also be an Australian citizen or a permanent resident and must have Year 12 Certificate or equivalent.

The salary package for this position will be between \$42,600 - \$51,000 plus superannuation (based on level of skill and experience).

How to apply

To apply for this position, please respond by **COB Thursday 3 January 2019**. Applications must include the following:

- Curriculum Vitae
- academic record (including transcript)
- cover letter (of no more than 4 pages) addressing each of the above selection criteria
- examples /case studies/ portfolio of work.

Our recruitment selection process involves four stages as follows:

- Stage 1—First round interview and core skills assessment
- Stage 2—Second round interview
- Stage 3—Psychometric testing
- Stage 4—Final interview

For further information please contact Arlene Hendricks via hr@orima.com or 03 9526 9000.

Please note that only short-listed candidates will be contacted.