# IT MANAGER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | IT Manager |
| Job Type: | Permanent full-time |
| Hours of Work: | For example:  38 hours per week, Monday to Friday. |
| Reports to: | Office Manager |
| Award: | *A number of awards may be applicable, please call the Victorian Chamber* |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Oversee the following and ensure they operate efficiently:   -Local and Wide Area Networks (voice and data).  - Server systems, messaging, hosting and associated infrastructure.   * Development and maintenance of the IT Service Continuity Management. * Management of all related processes and services, including IT Change Management, Availability Management, Release Management, Capacity Management and IT Security Management. * Lead, manage and develop the IT team. * Day to day management of the nationwide infrastructure environment. * Communicate and deliver IT strategy development and implementation and have extensive project management and contract negotiation experience. * Negotiate contracts with external providers to deliver on the critical software and hardware support to enable an effective, efficient IT and T network. * Build and manage excellent relationships with staff at all levels. * Provide a safe, healthy and hazard free environment for staff,   and ensure both employer and employee obligations are met as outlined in the ***[insert Company name]*** OHS and EO Policies and Procedures.   * Actively participate in the Annual Performance Review. * Observe and practice the ***[insert company name]*** OHS and Quality   policy, guidelines and procedures. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example:  Degree in IT |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Excellent written and verbal communication skills. * Strong hardware skills |

Employee Signature: Date:

Employer Signature: Date: