

OCTOBER 2021

Position Description

Position Title:	IFS Application Administrator
Position Number:	1130
Reporting to:	ICT Manager
Location:	Geraldton / Perth
Conditions of Employment:	Mid West Ports Authority General Staff Enterprise Agreement 2017

PURPOSE

The IFS Application Administrator is responsible for the management and optimisation of MWPA's Enterprise Resource Planning (ERP) business application, IFS. The administrator will play a central role in ensuring MWPA's IFS application is operating effectively and will actively coordinate across multiple business functions, as well as regularly engage end users to improve their experience. This position requires strong knowledge of business processes, project management skills, and extensive experience in managing the IFS application.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
Leadership and Management	<ul style="list-style-type: none"> Provide expert technical leadership and strategic direction for MWPA's IFS business application Provides technical and strategic advice to support MWPA's business technological options relevant to IFS and business processes Liaises with the ICT Manager to ensure that IFS issues are considered in relation to ICT business operations Represent MWPA in approved IFS related forums and meetings Provides Board, Executive, Managers, Auditors and staff advice on IFS solutions
Business Improvement	<ul style="list-style-type: none"> Analysing existing infrastructure and performing IFS application enhancements Writing customized programs and scripts, as well as configuring the IFS application Developing user-friendly functionalities and interfaces

Operational Effectiveness	<ul style="list-style-type: none"> ▪ Installing IFS application software and ensuring seamless integration with ICT systems ▪ Performing diagnostic tests and resolving issues to optimize system performance ▪ Providing technical support and training IFS end-users ▪ Preparing development progress updates and documenting IFS Application processes ▪ Coordinates the testing of IFS application updates across all ICT infrastructures on the business network ▪ Participates in the creation and maintenance of ICT procedures and standards ▪ Liaise with IFS Regionally & Globally on system fixes, bugs, and application software improvement opportunities
Service Delivery	<ul style="list-style-type: none"> ▪ Contributes to the development and measurement of Service Level Agreements and Operational Level Agreements ▪ Develops and sustains strong effective working relationships with colleagues, customers and clients ▪ Contributes to the provision of IFS Application to the workforce
Project Delivery and Support	<ul style="list-style-type: none"> ▪ Assists in the preparation of business case documentation for new technology improvements to current systems and applications ▪ Provides expert technical expertise on IFS solutions and IT projects
Compliance	<ul style="list-style-type: none"> ▪ Abide by MWPA Policy, Procedure and Relevant Legislation

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Degree in information technology, computer science or 5+ years recent experience in an IFS Administrator role
- Certification in IFS ERP business process integration

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- At least 2 years' experience as an ERP specialist
- In-depth knowledge of ERP development tools, coding languages, and business processes
- Well-developed organisational and time management skills

- Exceptional interpersonal, collaboration, and communication abilities
- Excellent analytical, problem-solving and attention to detail skills
- Understands business functions related to the IFS application
- Ability to multitask in a fast-paced environment

DESIRABLE

- A background in business administration or a related field
- Knowledge of project management methodology and experience or familiarity with major defined PM approaches (for example, PMI, Prince II or Agile)

PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE