

# POSITION DESCRIPTION

POSITION DETAILS	
TITLE	<b>Business Systems Administrator</b>
DEPARTMENT/TEAM	Business Team
LOCATION OF WORK	WEST
TENURE:	FIXED
REPORTS TO:	IT Manager

## ORGANISATIONAL CONTEXT

### ENJOY CHURCH VISION

To be a large strategic Christian church full of life and hope.

Through evangelism and discipleship lead people closer to Jesus Christ, bringing about real spiritual change benefiting the lives and families of our church, community and beyond.

### ENJOY CHURCH CORE VALUES

- Relationship
- Integrity
- Commitment
- Vision
- Life
- Faith
- Excellence

## ORGANISATIONAL RELATIONSHIPS

### REPORTING & LATERAL RELATIONSHIPS

Our relationships are fundamental to our success. Our relationships will be respectful, transparent and collaborative in carrying out duties and meeting accountabilities.

To effectively perform the role, the incumbent must develop working relationships within the work unit team, the department and related departments across the Enjoy Church staff group.

It is also anticipated that incumbents will develop working relationships with external stakeholders whilst fulfilling this role. It is expected that staff would interact and behave professionally and in accordance with Enjoy Church values.



## ROLE DESCRIPTION

### PRIMARY PURPOSE

The Business Systems Administrator is to provide and maintain the business systems to support the ministry and operations of Enjoy Church

### SCOPE

The primary scope of the role is to deliver these services to Enjoy Church and selected teams. Further to this, from time to time services may be rendered to third parties as directed by the Senior Leadership Team.

### KEY DUTIES AND ACCOUNTABILITIES

The scope of responsibilities of the Business Systems Administrator include:

- a) Business Systems
  - Requirements analysis,
  - Participate in the solution selection process,
  - Provide technical support to implementation activities and
  - Ongoing business system management
  - Helpdesk support - incident resolution and root cause analysis  
*(Note: Technical support of worship services will be required as a part of this role)*
- b) Assist the church board with the implementation and maintenance of policies and procedures relating to the general administration of the church (e.g. privacy, occupational health and safety, financial management, etc.);
- c) Provide regular and accurate reports to supervisor about role development, recent highlights, and identifying any issues to be overcome; and
- d) Any other duties requested from time to time by Senior Leadership team or church board.

### PERSONAL QUALITIES & CHARACTERISTICS

**Drive and Commitment:** Enthusiastic and committed. Sets high standards of performance for self and others always carrying a spirit of excellence.

**Flexibility:** Adaptable. Open to new ideas and change

**Team Work:** Cooperates and works well with others Collaborates and shares information. Shows consideration, concern and respect for others. Encourages resolution of conflict

**Details Focus:** Attention to detail. Identify gaps, and work to bring about effective solutions

**Planning and Organising:** Identifies processes, task and resource required to achieve a goal. Reviews and adjusts as required, implementing systems and procedures to guide work and track progress

**Self-Management:** Plan and prioritise work to ensure outcomes are achieved. Maintain your spiritual, physical and emotional wellbeing (including scheduling annual leave). Demonstrate commitment to ongoing learning and development

**Written & Verbal Communication:** Confidently and sensitively convey all information to achieve its purpose. Prepare all written correspondence using appropriate style, format and accuracy in accordance with the standards set out in Enjoy Church's style guide

**Leadership:** Demonstrated ability to lead oneself and influence others towards overall church vision

