

CALL FOR EXPRESSIONS OF INTEREST



IT System Administrator

Are you interested in a rewarding career working in a business recognised for the great culture they have and the quality of the people who work there?

Would you like to support industry leaders, have the opportunity to shape your own workload, and work on a broad range of IT tasks and functions in support of our consultants and offices across Australia?

Do you want to work with a team of motivated professionals, who enjoy coming to work and take pride in what they do?

Do the following statements also describe you?

- Enjoy finding practical solutions to complex problems
- Thrive on working within a team environment, but also take responsibility for your own performance
- Have a strong sense of professional integrity
- Work efficiently and effectively but like to have some flexibility about when and where you work
- Have an entrepreneurial streak, or see opportunities where others see obstacles
- Have the desire to continue to learn and stretch yourself

If this sounds like you, Pinion Advisory may have an opportunity for you in their IT team.

Our business is growing, and we have a great opportunity for a motivated IT System Administrator to join our team and grow with us as our business grows.

This person will have had 1-2 years working in a helpdesk or technical support role, with experience in troubleshooting Windows and Mac OS, and various software applications.

The information below provides a detailed outline of the necessary skills, experience and duties required for this position.

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Essential criteria

- Bachelor's degree in Computer Science or a related field, or equivalent work experience
- 1-2 years working in a helpdesk or technical support role, with experience in troubleshooting Windows and Mac OS, and various software applications
- Strong technical knowledge of computer systems and networks, including Windows operating systems, virtualization, and networking protocols
- Experience with network security and disaster recovery planning
- Ability to troubleshoot and resolve technical issues in a timely and efficient manner
- Excellent communication with the capacity to communicate effectively with clients from diverse backgrounds and cultures
- Ability to work in a collaborative environment
- Current Driver's Licence

Desirable criteria

- Advanced skills in Excel
- Experience in the design, development, and implementation of Power BI reporting solutions and similar reporting software
- Familiarity with Azure cloud services

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Key responsibilities

Duties of the IT System Administrator will include, but not be limited to, the following:

- Monitor and maintain computer systems and networks, including hardware, software and networking infrastructure
- Ensure the security and integrity of all systems and data, including backups and disaster recovery planning
- Install and configure software and hardware, including operating systems, applications and network equipment
- Troubleshoot and resolve hardware, software and network issues
- Perform routine maintenance and upgrades on systems, including patches, updates and firmware upgrades
- Develop and maintain documentation related to system configuration, network topology and security policies
- Provide first level technical support to internal customers, including but not limited to, troubleshooting hardware and software issues, configuring devices and applications and providing remote assistance
- Collaborate with other IT team members to develop and implement IT policies and procedures, including helpdesk tools
- Maintain accurate records of internal customer interactions and technical issues using a helpdesk ticketing system
- Undertake other duties as directed by management within the scope of the incumbent's qualifications, knowledge, skills and experience

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More information

This is a full-time, permanent position preferably located in South Australia, however other locations within Australia will be considered for the right applicant.

We are looking for a team member who will be flexible, adaptable, enjoy a diverse workload and be willing to learn. The right person will fit and thrive within our IT team.

The System Administrator will be responsible for maintaining the company's computer systems, networks, and IT Help Desk. This position requires a high level of technical expertise to ensure the efficient and effective operation of the organisation's hardware, software and networking infrastructure.

The System Administrator works closely with other IT staff members and the wider Pinion Advisory team to ensure that all systems are current, compliant and functioning correctly with adequate and effective security.

More about Pinion Advisory

Pinion Advisory is a leading nationwide independent consulting business specialising in agribusiness and agricultural production, water resource development and environmental management.

Our business was established in July 2020 following the merger of three pre-existing businesses, Rural Directions, Macquarie Franklin and Sunraysia Environmental, and is now part of a global consulting organisation, which includes US company Pinion Global. On 1 January 2022 HydroPlan joined Pinion Advisory to supplement the service offering of our water resources team, bringing additional expertise in the design and construction of irrigation projects across golf and recreation, horse racing, local government and rural water utilities.

Pinion Advisory combines the complementary skills and capability of the merged businesses, to give increased geographic spread and technical capability across Australia, with offices in every state.

Our diverse team offers a vast array of skills, knowledge, insights and experience. With over 75 consultants, our team have formal training in either agriculture, environment, commerce, agribusiness, engineering, irrigation, people and culture, extension and education. We have a commitment to developing people and have a recognised graduate program.

The depth of our team results in the delivery of services that are holistic, best practice and tailored to meet client needs. Our service offering ranges from soils and environmental monitoring, agronomy and water management, through to grain marketing, business and people management.

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We have a strong focus on collaboration, both internally and with our clients. Sustainability underpins the work we do, both with our clients and within our own business and our client outcome is to create profitable, sustainable, enterprising clients.

If you are interested to learn more about Pinion Advisory, please explore our website: <https://www.pinionadvisory.com>

What we offer

We provide a unique environment that blends the best of a professional workplace with a friendly and helpful culture.

The successful applicant will be offered:

- An attractive salary package
- The prospect of being part of a leading, independent national organisation with international connections
- An opportunity to work with and support industry leading professionals
- A culture that embraces diversity and flexible working arrangements, enabling our team members to enjoy their personal pursuits, whilst also delivering excellent client service

If you wish to have a confidential discussion regarding the specifics of the role, please contact Brenton Greenslade on 0417 985 329.

How to apply

To apply for this position at Pinion Advisory, please email the following information to kwoodrow@pinionadvisory.com:

- A cover letter of no more than two pages, outlining your demonstrated skills and experience addressing the essential criteria, who you are and why you think you would be a good fit at Pinion Advisory
- Your current CV outlining relevant training, experience and contact details (maximum of two pages).
- Details of two referees we can contact

Please ensure **Job ID PAHR221** is quoted in all communications.

The **closing date for applications is 22 March 2023**, however, we reserve the right to conduct interviews and appoint a candidate to the position prior to the closing date.