DIVISION: Operations DEPARTMENT: IT/Telecommunications

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| TITLE OF POSITION IT Assistants |
| BUSINESS UNIT Local Organising Committee (LOC) |
| REPORTS TO IT and Telecommunications Coordinator |
| DATE CREATED |

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| PURPOSE | |
| To provide adequate IT solutions when required for the event but also for related events including but not limited to draws, seminars and workshops. | |
| KEY RESPONSIBILITIES | |
| * To respond to IT issues and provide solutions so as to enable the system to continue to operate as specified * To assist the IT & Telecommunications Coordinator to resolve any issues regarding the use of IT in the production and issue of draws, seminars and workshops * To proactively monitor the use of systems (with the IT & Telecommunications Coordinator) to prevent problems occurring where possible * To recognize when it is necessary to call upon expert help and relay this to the ITT Coordinator | |
| CORE CAPABILITIES | |
| The core capabilities, linked to our company values, are applicable for each role at LOC. All LOC staff are to display the following values : Credible, Competitive, Ambitious, Passionate, Committed, Inclusive and Community Orientated | |
| CORE SKILLS |  |
| * IT knowledge & experience (ie: systems, data capture and reporting, telephony) * Problem solving | * Experience with resolving issues with office equipment, printers, copiers, telephony * Customer service focus |

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| Delegations of Authority (if applicable) |  |
| Expenditure | $ |
| Authorisation to hire/sign contracts |  |

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| Contract Details |  |
| Contract Term |  |

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| Responsible For: |  |
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