

Position Vacant – Content Officer

Human Solutions Pty Ltd

Human Solutions is currently looking for a full time Content Officer.

Position Description

The Content Officer will be responsible for the day-to-day maintenance and support of data in Human Solutions' information systems. The responsibilities include the collection, analysis and updating of data as well as assisting with product development and client support.

The Content Officer will participate in a wide range of tasks, including:

- Analysing and cleaning complex data sets;
- Performing day-to-day content management tasks;
- Performing quality assurance procedures and subsequent data updates;
- Developing documentation (eg correspondence, reports);
- Performing data entry tasks;
- Assisting with Web site software testing; and
- Assisting with the Help Desk, including answering queries from Web site users and data providers.

The Content Officer may be required to perform other duties, as necessary.

Application Criteria

Applicants must be interested in a career in **information management** or **content management**. Applicants must also demonstrate the following skills:

- **Communication:** Content Officers are in regular contact with Human Solutions' clients, and therefore require high level interpersonal, written and verbal communication skills, including the capacity to deal with all levels of staff, clients and the public, whilst exercising initiative, tact and discretion;
- **Accuracy, speed & attention to detail:** Content Officers must demonstrate they have the skill to work quickly and accurately, with attention to detail;
- **Analytical skills:** Content Officers must have analytical and problem solving skills, and the ability to gain a conceptual knowledge of information systems and product delivery mechanisms;
- **Organisational/time management:** Content Officers must have the ability to manage their own time, meet deadlines, organise and schedule tasks. They must be self-motivated and able to work without close supervision; and
- **Team focused:** Content Officers must be able to contribute in a team environment including the capacity to plan, organise and prioritise with a commitment to quality delivery.



Applicants must also have well developed computing skills. Experience and understanding of data analysis techniques would be beneficial.

Applicants with a background in information systems, information management or content management will be highly regarded.

Employment Conditions

Human Solutions is located at 56 Burnett Street, North Hobart. The person filling the Content Officer position will be employed under the Clerical & Administrative Employees (Private Sector) Award, for a 38 hour working week.

Leave and other entitlements will be in accordance with the award and workplace agreements. Starting salary will be \$32,000 - \$35,000 (plus superannuation) depending on experience, qualifications and skills.

Travel

The Content Officer may be required to travel interstate or overseas for periods of up to two weeks. The total travel time in any one-year is not expected to exceed 6 weeks.

About Human Solutions

Human Solutions is a privately held Australian company that specialises in the design, presentation and management of complex information. Human Solutions currently employs 15 staff members.

Human Solutions is a team where members contribute knowledge and skills from a wide range of expertise. We come from diverse backgrounds, including computer science, mathematics, physics, information systems, statistics, geography, psychology, sociology and the law.

Further information about Human Solutions is available at <http://www.hs.com.au/>

Contact Us

This position is an excellent opportunity for someone who would like to work in content management in an innovative Tasmanian IT company. There is the potential for the position to evolve into a managerial role over time.

If you would like to apply for the Content Officer position, please email an application addressing the criteria and your resume to Lauren Bryan, Project Manager at lauren@hs.com.au before COB on **Friday 4 March 2005**. Interviews will be conducted the week commencing 7 March 2005.

If you would like to discuss the position further, do not hesitate to contact Lauren on 03 6211 3233 or email lauren@hs.com.au.

