Position Overview – IT and Data Systems Officer

Mackay or Proserpine

Part-time or full time Three Year Contract

Business Operations

Reef Catchments is excited to offer a newly created opportunity for an IT and Data Systems Officer to join our team. The position plays a key part in the daily operation and administration of our information and communication technology systems, ensuring the organisation has reliable, secure, and innovative digital tools that support high-quality service delivery needs, now and into the future.

The position's responsibilities include managing and safeguarding organisational data, ensuring compliance with policies and standards, and maintaining the integrity of core information systems through monitoring, troubleshooting, and continuous improvement.

This is a unique opportunity to lead a full audit all of our software and systems, streamline integration across platforms, and deliver training to staff on new systems, updates, and system mergers.

The Reef Catchments Group includes Reef Catchments, a not-for-profit organisation limited by guarantee, and our wholly owned subsidiary, Catchment Solutions Pty Ltd.

About You

We are seeking a proactive, solutions-focused IT professional with experience in IT systems, databases, reporting tools, and cyber security practices. You are passionate about improving systems, strengthening business operations and functions, and exploring new technologies that enhance organisational performance.

ABOUT US

Reef Catchments is the Natural Resource Management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.

Our team are skilled and outcome-focused people who are all dedicated and motivated to facilitate positive change in the Mackay Whitsunday Isaac region. We do this through listening, respecting and connecting with landholders, industry, first nations people and the community. Our local connections and insights are enhanced by an ongoing commitment to embracing new technologies and adapting to evolving standards.

You work confidently both independently and collaboratively, partnering with managers and staff to align IT solutions with organisational goals. You are comfortable providing clear technical guidance and training to staff in person and remotely, and you stay up to date with emerging technologies and innovative support approaches.

If you're excited by the opportunity to shape a newly created position and make it your own, we encourage you to apply.

Selection Criteria

Essential

- Relevant Tertiary qualifications in Information Technology, Information Systems and/or Data Management.
- Three + years prior experience in an Information Technology and/or Data Management role.
- Experience supporting a medium sized business, including managing network environments, internal business systems, troubleshooting, and user support.
- Strong understanding of data management, privacy requirements, and cyber security practices and systems.
- Ability to diagnose and interpret technical issues and provide clear guidance across multiple locations, both in person and remotely.
- Demonstrated ability to manage competing priorities in a fast-paced environment.

Desirable

- Experience supporting system upgrades and identifying improvements that best fit business needs.
- Experience in user testing, conducting focus groups and/or designing and analysing feedback surveys.
- Experience working with medium sized businesses or start up organisations.

We build a strong culture - Our people are our strength

Our team is comprised of skilled and outcome-focused people who are all dedicated to looking after the environment in the Mackay Whitsunday Isaac region. We value diversity, recognising its importance in creating our vision for resilient ecosystems and an engaged community.

Our success hinges on building a team drawn from diverse backgrounds and life experiences and a commitment to deliver community and regionally relevant environmental outcomes, along with driving a culture of learning and growth. We are intentional and contemplative in shaping our team's culture, understanding that the perspectives and skills of our team members are vital. Read more on our Vision and Values here

How to Apply

1. Provide a cover letter addressing your suitability for the position based on the 'About You' and 'Selection Criteria' With emphasis on required task-based skills and software.
2. Attach your current resume.

The selection panel will assess your ability to perform the work required for the position based on your cover letter response, resume and other selection processes, which may include an interview.

Referees will be contacted upon successful interview.

Further information can be obtained by contacting us on (07) 4968 4200. Please forward your application to careers@reefcatchments.com by close of business Monday 12 January 2026.

We are looking to fill this role as soon as possible and will be reviewing and interviewing applications as they arrive. So don't delay, apply today!