

Chris21 System Officer

- **Part-time (21 hrs per week) for a 6-month fixed term**
- **Work with one of Australia's most respected national and independent medical research institutes**
- **Westmead location**

Children's Medical Research Institute (CMRI) was Australia's first dedicated paediatric research facility and is now one of the world's most highly regarded independent medical research centres. Our research focuses on the areas of embryonic development and birth defects, cancer, neuroscience and gene therapy and we have a strong international reputation based on our research outcomes. It is also home to the world-first proteomics project, ProCan, which is changing the way cancer is diagnosed and treated. CMRI's research programs are supported by state of the art facilities and committed research and support staff. Our achievements are made possible by a loyal network of community supporters, highly engaged donors and the very successful Jeans for Genes® fundraising campaign.

Reporting into the Head of Human Resources, a newly created part-time opportunity exists for an exceptional chris21 Systems Officer. The appointment will be for a fixed term period of 6 months to primarily drive &/ finalise our implementation projects such as Hosting, er21, mHR21 and ePM21.

The primary responsibilities will include but not limit:

- Complete our transition to hosting process and er21, mHR21 and ePM21 implementations
- Schedule advanced reporting as per internal business requests and that the recorded data within HR & Payroll reports are maintained accurately.
- Amend chris21 structure to ensure it meets our growing workforce and changes
- Prepare training manuals and user guides when changes are made
- Audit chris21 LVR setup to ensure that it is accurately recording, accrual and reporting of leave as per CMRI policy
- chris21 system administration and quality checking
- Automate and customise new chris21 forms and backend setups to provide an integrated and seamless solution
- Maintain professional internal and external working relationships and respond to requests in timely and friendly manner.
- Provide open lines of communication and knowledge sharing between all chris21 super users.

The successful candidate will demonstrate:

- Exceptional technical knowledge and hands-on experience with chris21
- Prior experience with implementations of er21, mHR21 and ePM21 interfaces would be highly regarded



Jeans for Genes®

Finding cures for children's genetic diseases

- Understanding of payroll practices
- Exceptional attention to detail and ability to multi-task when working under pressure
- Ability to work independently yet demonstrate willingness to knowledge share
- Effortlessly identify issues or areas of improvement
- HTML experience, Advanced Microsoft Excel

If you are a highly motivated individual with proven chris21 system administration experience, we want to hear from you!

You will be provided with a competitive remuneration package in accordance with qualifications and experience. Additional benefits include the provision of a Public Benevolent Institution salary packaging scheme and participation in an employer-contributed superannuation fund.

Applications should include a cover letter (citing **PV1910**), explaining how your previous experience meets the above criteria, curriculum vitae and contact details of three professional referees where you worked using chris21 and be forwarded to recruitment@cmri.org.au.

Applications will be reviewed when received and only candidates who meet our criteria will be contacted.

No recruitment agencies please.



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