

Software Developer

Position Description

<p>Teams: NSW & ACT Branch</p>	<p>Location: CMS NSW & ACT Office Level 5, 51 Drutt Street, Sydney 2000</p>
<p>Reports to: Enterprise Architect and Manager CMS NSW & ACT</p>	<p>Review Dates: 3-month probation 12-month annual review</p>
<p>CMS Vision and Purpose: Our Vision: A world that knows Jesus Our Purpose: We work with churches to set apart, equip and support long-term workers who cross cultures to share the gospel of our Lord Jesus Christ.</p>	<p>CMS Mission: As we seek to see a world that knows Jesus, the mission of CMS is:</p> <ul style="list-style-type: none"> • To reach gospel-poor peoples for Christ • To equip Christian leaders for church and society • To engage churches in cross-cultural mission
<p>Primary Objectives of Position:</p> <ul style="list-style-type: none"> • Ongoing development and administration of Salesforce • Maintain Salesforce according to best practices in terms of security, disaster recovery, and ensuring appropriate compliance and governance standards are met 	<p>Position Purpose: To assist in the maintenance and development of the CMS Salesforce platform (MissionForce) to support the work of global mission by ensuring our data systems effectively facilitate the ongoing partnership between missionaries, supporters and churches, and CMS Branches.</p>

KEY ACCOUNTABILITIES	
Key Performance Area	Expected Outcomes
1. Technical Support and Operational Expertise	<p>1.1 Healthy, positive working relationships within the Data Systems team and wider staff team with a commitment to working together towards agreed goals and outcomes</p> <p>1.2 The Enterprise Architect and Senior Data Systems Specialist are kept informed through clear communication of ongoing operational, maintenance and development work and progress</p> <p>1.3 The Supporter Services team, Branch staff and users from other CMS Branches sharing the same instance of Salesforce are well supported in more complex technical processing and data administration requirements</p> <p>1.4 Managing and completing assigned Salesforce Service Cloud Cases in a timely manner</p>
2. Salesforce and Web Enhancement	<p>2.1 Assist in new developments, enhancements, and thorough testing as well as technical user support following implementation.</p> <p>2.2 Ongoing review and recommendations for improvement in automations, integrations, and user interfaces</p>
3. Data Quality and Maintenance	<p>3.1 Data quality issues are identified, and the Senior Data Systems Specialist is well supported in actioning them appropriately.</p> <p>3.2 Salesforce is well maintained, secured, and monitored.</p> <p>3.3 Regular maintenance tasks, health checks and configuration changes are well documented and stored in the Data Services central SharePoint repository.</p> <p>3.4 All Salesforce or system configuration changes that may impact staff, are communicated well in advance, and implemented within the appropriate change window(s)</p>
4. Support the planning and running of CMS Summer School Conference	<p>4.1 CMS Summer School conference is well planned and prepared, with healthy collaboration and teamwork amongst the staff team.</p> <p>4.2 The Data Systems team participate enthusiastically and make a positive contribution to the running of the Summer School conference.</p>

ESSENTIAL VALUES, SKILLS & QUALIFICATIONS

Essential:

- A growing Christian who is committed to the vision and ethos of CMS NSW & ACT
- Enjoy helping others.
- Strong verbal and written communication skills
- Strong logical, analytical, problem-solving, and process-orientated skills
- Basic understanding of relational database concepts
- Self-starter who is able to work with limited supervision.
- A keen eye for detail
- Programming/development skills – Web Development, JavaScript, HTML5, CSS, Salesforce Flows and Process Builder

Desirable:

- Current Salesforce Administrator Certification and experience in Salesforce Administration
- Salesforce Trailhead Badges/Super Badges
- Excel data manipulation and transformation
- Experience in providing IT support
- Experience writing and/or reviewing technical documentation.
- Understanding of basic triggers/Apex code
- Experience in change management and governance
- Data Management expertise to improve data quality and automation.

Abilities:

- Ability to think ahead and plan in detail
- Ability to set priorities and work under pressure to meet deadlines
- Follow through consistently on projects and assigned tasks
- Notice details and communicate their importance to others
- Communicate effectively
- Reason clearly
- Effectively determine scope and parameters of problems
- Maintain as much simplicity as is reasonable and possible
- Consider larger systems interactions in solution design and implementation
- Generate new ideas which solve problems
- Work effectively with other teams and stakeholders
- Create and keep effective work relationships
- Build trust by communicating openly and frequently
- Adaptable and open to learning new skills, both technical and soft skills

Qualifications:

- IT Bachelors Degree in relevant field

<p>SAFE MINISTRY REQUIREMENTS</p> <p>CMS NSW & ACT and CMS Victoria has zero tolerance for child abuse and therefore, to ensure the safety of children and vulnerable people, including those from indigenous, cultural and/or linguistically diverse backgrounds, and/or with a disability, employment in this position is conditional on the person:</p> <ul style="list-style-type: none"> • Complying with the NSW Commission for Children and Young People Act 1998 (NSW) and clearance issued through the NSW Government Office of the Children's Guardian (Working With Children Check) • Satisfying a Police Check • Verified completion of Safe Ministry Training (or equivalent) • Consenting to undergo a Professional Standards Network Check • Agreeing to abide by the CMS Code of Conduct
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<p>WORKPLACE HEALTH & SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY</p> <p>As a worker at CMS NSW & ACT you must:</p> <ul style="list-style-type: none"> • Take reasonable care for your own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instructions, policies and procedures given by CMS in the workplace. <p>You have a responsibility to comply with Equal Employment Opportunity legislation and the associated CMS NSW & ACT and Fellowship policies and procedures.</p>

DECLARATION	OCCUPANT	EXECUTIVE DIRECTOR
<p>I understand and accept the responsibilities as outlined.</p>	<p>Name:</p> <p>Signature:</p> <p>Date:</p>	<p>Name:</p> <p>Signature:</p> <p>Date:</p>