

# **Technology Director**

Based in Melbourne, Australia Full time Reporting to CEO

#### **POSITION PURPOSE:**

The Technology Director will have the overall responsibility for the company's networks, systems, hardware, software, and cloud computing operations. This is an important and interesting role for someone with leadership skills, an organised mindset, a strong understanding of travel technology and a strategic vision for the future. A mindset that combines analytical and methodical thinking will be an advantage, as well as the ability to focus on the small things and get your hands dirty, while always keeping the big picture in mind.

Realistic candidates will also have extremely good communications skills, whether listening to concerns of team members or passing on technical information to the leadership team.

#### **DUTIES & RESPONSIBILITIES**

# **Supervisory Responsibilities:**

- Hire and train IT staff, both full time employees and contractors.
- Schedule, organize, and assign projects to team members and contractors.
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed and in accordance with company policy.

#### General Duties & Responsibilities:

- Alongside the leadership team develop and set the company's technology strategy with the purpose of adopting innovative, efficient and industry leading IT infrastructure and processes.
- Lead the development and implementation processes for the company's IT systems and department.
- Establish efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure and processes.
- Analyze IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs.
- Develop and implement business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss.
- Oversee security of systems, networks, and enterprise information, and facilitate IT security audits or investigations.
- Develop and maintain relationships with external IT vendors and service providers.
- Making sure written documentation is created and maintained. This includes user and system manuals, process guidance, license agreements, and all documentation relating to all business practices.



- Coordinate multisite IT systems via enterprise resource planning (ERP).
- Provide budget guidance and strategic input to the leadership team.
- Perform other related duties as assigned.

## Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proficient in latest technology for IT systems and management.
- Excellent organizational skills and attention to detail.
- Excellent analytical and management skills.
- Excellent interpersonal skills.
- Thorough understanding of IT and practical applications to support the company's goals.
- Travel industry experience is preferred and will weigh heavily.

**NOTE:** we are a progressive business and in the tail end of a software development project, which will have a strong influence on the business' "strategic vision for the future". The successful candidate would play a key role in ensuring the completion of the project, and in the potential commercialisation beyond its internal application in the business.

#### **COMPANY CULTURE**

The majority of the company's employees and leaders are Scandinavian. The traditional Scandinavian business culture heavily focuses on the company as a whole, rather than prioritising only the bottom line. People, purpose and sustainability rate highly. The Scandinavian style has been described as having a high degree of workplace democracy based on cooperation, participation, and power-sharing. It is well known for its low power distance, resulting in a flat company structure.

### **APPLICATIONS**

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