

IT Coordinator

Location: Sydney

Reporting to the Director, Business Services, the IT Coordinator will focus on the development and success of our Microsoft Modern Workplace including Microsoft 365 platform and content champion, management of global IT services and vendors, and interface to the business.

New Forests is a global investment manager of nature-based real assets and natural capital strategies, with AUD 8.7 billion (USD 6.5 billion) in assets under management across 1.1 million hectares (2.6 million acres) of investments. We manage a diversified portfolio of sustainable timber plantations and conservation areas, carbon and conservation finance projects, agriculture, timber processing and infrastructure. We aim to generate shared prosperity for our clients and the communities in which we operate and accelerate the transition to a sustainable future.

New Forests' vision is to see investment in land use and forestry as central to the transition to a sustainable future. To achieve this vision, New Forests' investment strategies support the role of forests as nature-based solutions, provide sustainable wood fibre for the growing circular bioeconomy, and contribute to the sustainable development of regional economies and rural communities. Headquartered in Sydney, New Forests is a Certified B Corp and operates in Australia, New Zealand, Southeast Asia, Africa and the United States.

Responsibilities of the role:

- Ownership and delivery of IT cloud and infrastructure related projects, supporting New Forests' operational and strategic initiatives
- Operational oversight of New Forests' IT infrastructure, including MS365, network, SaaS apps, communications, IT procurement, endpoint management, system backup & disaster recovery across all global office locations
- Championing related IT platforms; leading and supporting the strategic and operational expansion of the organisations collaboration and business process automation needs; ensuring the business effectively adopts and maximises benefit from new systems
- Consulting with senior stakeholders to understand business priorities, identifying automation & collaboration opportunities, and translating those into specific deliverables
- Working closely with New Forests' global subject matter experts and IT vendors to ensure effective solutions, architecture, implementation and adoption
- Providing collaboration and business process automation through thought leadership across the business
- Managing multiple projects, business-as-usual and ad-hoc activities to deliver high-quality outputs on time and within budget
- Leading platform support and governance; contributing to platform and content management integrity and secure internal/external delivery
- Establishing and documenting data governance processes, including content management, auditability, retention, change documentation, access management and access validation
- Acting as an internal service provider for application development, infrastructure support and internal training

We are seeking candidates with the following:

- Relevant degree or qualifications and/or previous experience as below
- Microsoft 365 certifications desirable
- Excellent understanding of Microsoft 365 Modern Workplace tools, including SharePoint, Teams and Power Platform

New Forests Asset Management Pty Ltd

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- Excellent understanding of Microsoft 365 platform, including Azure AD, VMs, device management, security and compliance
- Experience in strategic transformation and systems transitions
- Proven track record of championing a culture of continuous improvement leveraging MS365-based tools
- Demonstrated experience of service delivery to a multi-site global organisation
- An ability to work independently and to execute on short to long-term projects, with minimal supervision, taking ownership of the role
- Ability to work in a cross-functional and cross-cultural work environment, whilst building relationships with internal colleagues and service providers
- Strong communication skills with ability to interact across all levels of the business
- Ability to translate business needs to technical outcomes.
- Ability to identify and initiate opportunities for growth, change, and innovation. Familiarity with change management would be well regarded
- Hands on technical functions to satisfy basic network and system administration requirements and on site response to issues
- Development and management of highly effective IT maintenance processes, including incident management, documentation, change management and equipment tracking
- Service level reporting, contract management and procurement
- Focal point for IT across the business with the ability to act as escalation point
- Experience working with an outsourced operational environment
- Excellent time management and organisational skills
- Willingness to travel (occasionally)
- A demonstrated interest in/knowledge of sustainability

What can we offer?

Our environment is busy and supportive, and the team is professional but relaxed. If you join us, you would be joining a growing, fast paced business which is an environmental and sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

We pride ourselves on having a supportive New Forests culture that is inclusive to all and we would love to learn how you can bring your unique skills and experience to our business. If you have experience in any of these areas, we encourage you to apply for our roles, even if you only meet some of the criteria.

To apply, please provide your resume and cover letter, explaining your interest and qualifications for the position, in PDF format, to careers@newforests.com.au

Phone calls will not be accepted.

New Forests is a Certified B Corp and an Equal Opportunity Employer that values diversity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance.