Job Description

Title	**Information Technology Manager**	Responsible for	Maintenance and development of ICT systems, support and processes
Time Allocation	1.0 FTE	Line Manager	Administration Coordinator
Commencing	November 2021	Salary	Dependent on skills and experience

GENERAL POSITION DESCRIPTION

The primary function of the role is to support the College's use of information technology throughout the teaching and administration aspects of the College. This will be done through the provision and management of equipment, network and server infrastructure and resources.

SUMMARY OF WORK REQUIREMENTS

The Information Technology Manager is responsible for ensuring the smooth delivery of Information and Communication Technology (ICT) Services in alignment with the objectives of the College.

Primary Role:

- Create, communicate and implement the ICT strategy and supporting plans for the College, working closely with the Executive Team to identify, recommend, develop, and implement cost-effective technology solutions
- Keep abreast of the latest technologies that may be of benefit to the College and incorporate considered recommendations into strategy and plans, supported by documentation and costings.
- Direct, coordinate and design ICT-related projects and activities, as well as provide administrative direction and support for daily operational activities.
- Take a pro-active approach in dealing with external vendors and suppliers
- Manage and balance the ICT expectations of the College within the framework of staff and resource limitations
- Maintain the ICT infrastructure within the College, ensuring that an appropriate technical support framework is in place, including the management and delivery of services
- Define and implement ICT policies, procedures and best practices in accordance with College expectations.

ICT Management:

- Develop and update an ICT strategy that supports the College's goals and objectives
- Develop and maintain a positive and customer-focused team environment
- Develop an annual ICT plan and operating budget for ICT and monitor the implementation of these to ensure that financial targets are met
- Ensure that the technology used throughout the College is compatible, cost-effective and conducive to the College achieving its Aims and Mission
- Provide strategic advice to the Principal on all matters related to ICT infrastructure and development for the advancement of the College
- Provide input into the implementation of policies, procedures and standards relating to ICT systems and their usage
- Be responsible for researching and evaluating new technologies and liaise with the Heads of Schools (Head of Primary and Head of Secondary) to source ICT solutions that support curriculum objectives
- Attend and participate in staff meetings and related activities and attend workshops to keep up-to-date with ICT issues
- Provide professional advice and technical support to staff, students and others within the College community.

Services:
- Develop and implement an effective model of service in regard to the provision of Information and Communication Technology Services in the College through effective communication with all members of the College community.
- Negotiate service level agreements with both internal and external stakeholders and monitor service delivery to ensure the agreed targets and standards are met.

Security:
- Manage Network access by ensuring security processes are in place to prevent unauthorised internet usage.
- Manage and plan Network Security including virus protection and backup solutions
- Oversee College communications and data storage platforms such as SharePoint, Microsoft Office 365 accounts, including security, data safety and integrity and disaster recovery.

ICT Systems:
- Liaise with Principal, Heads of School and Administration Coordinator to assist in the development of the College's ICT plan
- Manage the implementation of the College's learning devices and organise any required support structures
- Lead the roll-out of all ICT equipment
- Manage all peripheral devices within the College.
- Ensure an accurate Asset Management system is in place with all college devices registered and tagged.

ICT Applications:
- Manage and advise on software selection, ensuring that selected software fits within the ICT strategy and plan, that it will work successfully with current infrastructure, meet identified needs and supports the vision and requirements of the College in all areas
- Manage Licensing arrangements with external vendors
- Liaise with the Administration Coordinator to ensure appropriate staff training in ICT related areas.

Contribute to safe and healthy workplace by:
- All health and safety policies and procedures are understood and followed
- Identified hazards are efficiently and effectively reported and/or addressed
- Proactive participation in site Emergency Management processes
- Generally caring for their own safety and that of others, including volunteers, staff, students and parents

These duties and responsibilities are subject to an annual review by the College Principal. This review will be accompanied by an annual review of salary and employment conditions

KEY RELATIONSHIPS

Internal:
- Principal and Executive Leadership Team
- Administration Team
- Grounds/Property
- Staff – work with all staff in a flexible and cohesive manner.

External:
- Students
- ICT team members from other CCM Colleges
- Service providers, Technicians and other key stakeholders

ESSENTIAL CRITERIA
(Attributes that must be held in order to perform the job to a satisfactory standard)

Skills, Knowledge and Experience

- Tertiary qualifications in a related ICT field or demonstrated relevant experience.
- Excellent communication, both written and verbal, skills.
- High level planning and organisational skills with a demonstrated capacity to provide leadership to colleagues.
- Strong interpersonal and communication skills and capacity to develop and sustain productive relationships, both within and outside the College community.
- Capacity to use strategic thinking and analytical skills to contribute to educational outcomes at College level.
- Dedication to developing and maintaining an organisational culture based on ethical, professional and personal behaviours.
- Ability to work independently with initiative whilst working towards the goals of the team.
- Ability to maintain all equipment used in a satisfactory, safe and workable condition.
- Commitment to understand and comply with the College's child-safe policy and code of conduct.
- Keep privileged information confidential.
- Understanding and appreciation of the risks associated within the ICT environment and an ability to articulate and develop effective strategies to minimise such risks.
- You must hold the following:
  o Driver's License
  o A First Aid Certificate (or willingness to obtain)
  o Clearance to work with children – i.e. hold a current Working with Children Check (WCC)

Attributes

- A strong sense of being called by God through your vocation.
- The ability to contribute to the Christian life of the College.
- Strong degree of self-motivation and enthusiasm.
- High level of discernment and empathy.
- Ability to be supportive of others in a professional learning community.
- An open and approachable manner in relating to people of all ages, especially students.
- Respond well and act decisively in difficult or stressful situations.
- Flexibility and a willingness to adapt to the changing needs of any school day.
- Clear understanding of WHS rules and legislation
- Ability to follow verbal and written instructions

DESIRABLE CRITERIA
(Attributes which are not essential to job performance, but which enhance or extend performance)

Skills, Knowledge and Experience

Knowledge and Experience with the following:
- Microsoft Azure and Office 365
- Apple iPads and MDM systems
- Papercut and Print Management
- Ubiquiti systems and Unifi software
- Microsoft Intune
- Microsoft Teams