



BRIGIDINE COLLEGE INDOOROOPILLY

Position Description – School Officer Level 7

Duty Statement of System Integrator / Administrator I.T.

Brigidine College is committed to the provision of sound educational opportunities for its students within the context of Christian values and the development of resources is integral to that provision. This commitment is stated in the College Mission Statement.

Reporting Relationship: Reports to the Principal of Brigidine College

Operational Relationship: Reports to the Assistant to the Principal Administration and I. T. as part of the College Leadership Team

Characteristics and Qualifications

The Systems Administrator is a valued member of the IT. Service Team and work is usually under limited or no supervision, depending on the function, with the Assistant to Principal Administration and I.T. and is responsible and accountable for his/her own work.

- The Systems Administrator will be required to exercise initiative, discretion and judgement within the range of his/her skills and knowledge.
- A breadth and depth of professional skills are applied to roles and functions in both varied and highly specific contexts.
- Duties of an innovative and/or critical nature are undertaken without professional direction and initiative is exercised in application of professional practice.
- Competency involves self-directed application of knowledge with substantial depth in areas and judgment is required in planning and selecting appropriate equipment, service techniques and work organizations of self and others.
- Well-developed communication skills with a strong customer focus.
- Training of staff will be required.
- The Systems Administrator is required to work as a supportive member of the Computer Services Team.
- Range of professional knowledge / degree level and or professional experience.

Key Results Areas / Responsibilities

The Systems Administrator holds a position which focuses on the provision of service, support and advice in matters related to Computer Technology and is primarily responsible for the following duties:

- Keep current with trends and issues in the IT industry, with specific reference to the education sector, including current technologies and prices, advising and educating school leaders and managers as appropriate.
- Lead IT strategic and operational planning to achieve College goals by fostering innovation and prioritising IT initiatives.

- Provide expert strategic IT advice to influence decisions regarding the College initiatives, including innovation, change and business improvement.
- Facilitate the delivery of IT, in consultation with key academic and professional staff, that is sustainable and responsive to the needs of the College community.

Implement and maintain systems and infrastructure in accordance with the College's Strategic Plan

- Maintains currency on new technologies and platforms and provides direction on what emerging technologies to be assimilated, integrated and introduced within the College to ensure IT capabilities respond to the needs of the College's digital strategy.
- Provides strategic direction and oversight for the design, development, operation and support of IT systems and programs.
- Liaise with the Assistant Principal Administrator/I.T. to develop and drive the School's approach to e-Learning.
- Develops and controls annual operating and capital expenditure budget for IT to ensure it is consistent with overall strategic objectives.
- Identify opportunities and develop associated business cases and risk assessments for the appropriate and cost-effective investment of financial resources in ICT systems and resources, including staffing, sourcing, purchasing, and in-house development.
- Lead IT strategic and operational planning to achieve business goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization.
- Maintain a College disaster recovery plan to ensure timely and effective restoration of information technology services in the event of a disaster.

Management of College information systems and infrastructure

- Devise, document and maintain IT policies and procedures.
- Manage administrative systems for the College – school information (Synergetic), domain services (Active Directory), security, backup, analytics, communication and business systems (O365).
- Manage educational systems for the College– learning management system (SEQTA), software and cloud services as required by curricular and co-curricular functions.
- Develop and maintain enterprise systems architecture, define standards and protocols for data management, communications, software and integration of network information systems.
- Coordinate the evaluation, deployment, and management of current and future IT systems across the College.
- Enhances the capabilities of IT by leveraging a multitude of resources, both internally and externally.
- Sustain a 1:1 technology programme of managed endpoints for staff and students.

Implement and manage the College's IT infrastructure and systems within approved budget and resource allocations

- Ensure that IT systems and infrastructure meet the curricular, cocurricular and administrative needs of the College.
- Review hardware and software acquisition and maintenance contracts and pursue master agreements to capitalize on economies of scale.

Management of College IT Service Centre operations

- Lead an environment in which high quality services are delivered to staff, students, parents and volunteers of the College.
- Manage the appointment and relationship of strategic partnerships with IT hardware, software and service vendors.
- Design, manage and execute policies and processes that ensure operational continuity.
- Coordinate security and risk management for information managed by, and on behalf of the College.
- Ensure compliance with relevant legislation and licensing requirements.
- Apply a robust management framework to the IT service portfolio and projects.

Personnel management

- Supervise IT staff and their ongoing schedule of work.
- Be an exemplary professional role model for staff and students.
- Maintain a leadership position in IT activities across the College.
- Initiate and access appropriate professional development for the IT team.
- Lead the development of a digital workplace strategy that ensures staff have the tools and work environment to be more engaged, productive and effective
- Develop and maintain strategic external relationships, including with peer schools and sector and government agencies.

Certificates, Licenses, Registrations

- Working with Children's Suitability Card is essential

Hours of Duty

38 hours per week. Monday to Friday from 8.00 am – 4:00 pm, inclusive of 30 minutes unpaid lunch, or as negotiated with the Assistant to the Principal Administration and I.T.

Conditions

- Full-time, continuing position, 52 weeks per year
- The System Integrator / Administrator I.T. position is subject to annual Performance Review / Appraisal with the Assistant to the Principal Administration and I.T. and with the College Principal every three (3) years.

Salary

In accordance with Level 7 of the School Officers Award. Subject to the approval by the College Principal.

Reviewed by:	Paul Bennett
Date:	February 2019