



**St Mary MacKillop College**  
CHOOSE LIFE WITH COURAGE

## Information Technology Manager

|                       |                                                 |
|-----------------------|-------------------------------------------------|
| <b>Location</b>       | St Mary MacKillop College                       |
| <b>Accountability</b> | Principal                                       |
| <b>Reporting to</b>   | Principal and Business Manager                  |
| <b>Category</b>       | Administrative and Technical Services - Level 6 |
| <b>Tenure</b>         | Ongoing, Full-Time (1.0 FTE)                    |

### PURPOSE OF THE POSITION

The Information Technology Manager is responsible and accountable for the running of the College IT operating environment, providing a high level of technical support and expertise relating to the College IT infrastructure. The position combines technical support with project management, team leading, staff and student guidance, customer support and a passion for supporting education.

### CORE RESPONSIBILITIES

#### Leadership and Management

- Leadership and management of the ICT team.
- Manage ICT operating and capital budgets – planning, preparing and submitting. Liaise at all times with the Business Manager regarding evaluation and acquisition of appropriate technology.
- Collaborate with college leadership to implement the ICT sections of the strategic plan.
- Support college leadership with all educational programs.
- Recommend appropriate technologies, audio visual hardware and infrastructure.
- Oversee IT risk and compliance, policies and procedures, security and data management, disaster recovery and business continuity requirements.
- Keep abreast of advances in digital technology, particularly those relating to education.
- Provide technical advice, support and training to all College staff, students and families.

#### Project Management

- Monitor current technical processes in all areas of the College. Suggest improvements and solutions where appropriate.
- Provide training and support for all staff during new CEWA systems rollouts.
- Plan all system changes to provide minimum disruption to education.

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## **Information Technology Manager** continued

### **Network Management**

- Design/Management/Licensing/Deployment/Maintenance of the following systems:
  - Microsoft Windows server infrastructure (hardware and virtualized).
  - Microsoft Windows desktop environment.
  - Apple iPad Mobile Device Management (MDM).
  - Data backup, including offsite repository.
  - Printing services.
  - Wired and wireless networks.
  - Classroom audio/visual.
  - Security cameras.
  - PA/Evacuation system.
  - Firewall and internet filtering.
  - User and device account management (Active Directory/AAD).

### **Operational Duties**

- Assist with physical Helpdesk and online help ticket system. Serve as escalation point if required.
- Liaise with CEWA IT and other CEWA departments in all IT requirements.
- Manage licensing for all college software.
- User account management.
- Coordinate IT requirements for college activities.
- Maintain loan devices for student and staff needs.
- Develop, document and implement technical procedures.
- Oversee and liaise with third party contractors and vendors.

### **Additional Role Components:**

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

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## **Information Technology Manager** continued

### **Work, Health and Safety**

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

### **Code of Conduct**

You are responsible for ensuring you act within the framework of the College's Code of Conduct.

### **SELECTION CRITERIA**

#### **Essential Skills:**

- Relevant qualifications and experience with strong technical knowledge in Microsoft environments. Experience in Apple systems a benefit.
- Excellent interpersonal skills and ability to manage and lead a team.
- Excellent verbal and communication skills, with staff, students and parents.
- Demonstrated experience and commitment to customer service.
- Commitment to an educational environment.
- Ability to plan out a school year tasks, prioritizing effectively on a daily basis.