Guilford Young College

Employment Application Package

Applicants are expected to have an understanding of the aims of Catholic Education and a preparedness to support the identity and mission of the College.

Please ensure that your application includes:

- The Application for Employment form.
- A brief letter of introduction stating the reasons why you are seeking the position.
- A current copy of your resume.
- The names of three referees.

Completed applications should be marked Attention Principal and forwarded to:

PO Box 241 Glenorchy 7010

or emailed to: principal@gyc.tas.edu.au

Application for Employment

Please include this form, your resume and any other relevant information in your application.

Position Title

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name(s)</th>
</tr>
</thead>
</table>

Postal Address

Telephone: [ ] Work [ ] Home [ X ]

Mobile [ ]

please tick preferred contact number

Email Address:

**Educational Qualification** - Detail Highest Academic Qualification Awarded

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Institution</th>
<th>Year Awarded</th>
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</table>

Tasmanian Teacher Registration Number *(if applicable)*

Catholic Education Accreditation Level Attained *(if applicable)*

**Referees**

Please provide the names of three referees who are able to comment on your recent work experience and skills.

Name

Postal Address

Phone Number

Email Address

Name

Postal Address

Phone Number

Email Address

Name

Postal Address

Phone Number

Email Address

Signature [ ]

date

2
Role Description

Role Title: Manager of Information Technology

Classification & Remuneration: Dependent on Experience & Qualifications

Work Area: Hobart & Glenorchy Campuses

Reports to: Principal

Direct Reports: ICT Staff

Key Relationships: Manager e-learning, Business Manager, ICT Staff, Contractors, Teachers and general staff

Employment Conditions: 38 hours per week, 8am – 4pm Monday to Friday. Required to be flexible

Entitlements: Sick Leave, Long Service Leave and other conditions of employment in accordance with the Tasmanian Catholic Education Agreement

Guilford Young College is the only Catholic co-educational senior secondary college in Tasmania. It is a leader in both academic and vocational education providing pathways and global opportunities for young adults. Within a diverse and inclusive faith community it is an exponent of generous citizenship and learning for life. There are two campuses, one in Glenorchy and one in Hobart. Information about the College can be obtained at http://www.gyc.tas.edu.au/

Vision Statement

With Christ as our Light, we seek truth. In our learning we respect all creation and each person and we celebrate the gifts and achievements of our community.

Mission Statement

Guilford Young College is a Catholic co-educational senior secondary college. In this place of learning all are invited into relationship with God and each other. Central to our learning is a focus on the individual, excellence in teaching practice, equality and diversity of opportunity and personal challenge. We are a welcoming, compassionate community that provides a safe and inclusive learning environment. The College values critical thinking, the pursuit of knowledge and life-long learning. We promote positive futures and encourage members of our community to take responsibility for shaping their own lives and assist in shaping a better future for all.

Position Objective

The Manager Information technology has a key role in the delivery of ICT services to the Guilford Young community, in particular staff and students of the College. The position is customer focussed, responsible for the provision of reliable and contemporary ICT services across both campuses.

Key Responsibilities / Accountabilities

The Manager Information Technology is an integral component in Guilford Young College’s operations. The key responsibilities for the person in this position are to:

- Contribute and lead the College’s ICT Strategy and goals – Plan, Develop, Propose, Report and Deploy (in line with the strategy).
Support curriculum delivery with technology that extends the College’s educational vision
Submit formal budget requests each year with reasoned planning documents
Ensure the College meets all mandated requirements in relation to the provisioning of technology services
Co-ordinate the delivery of customer focused support services
Oversee and manage the ICT team and represent their interests at the Senior Management Level
Seek opportunities to introduce efficiency and educationally beneficial improvements in technology. Focus on continuous improvement
Plan, appropriately resource and ensure successful delivery of all ICT projects
Service Management – ensure high levels of satisfaction are maintained
Continue to build on the College’s image so that it is seen as a technology leader in education in Tasmania
Advocate the use of and support the improved utilisation of technology services
Select replacement devices as and when required, in conjunction with the Principal and Business Manager – deployment/support
Ensure ICT staff pursue opportunities for personal development and certification in line with the requirements of the College.
Lead and inform College Teams through review and consideration of delivery priorities – Learning Management Systems, Data Base Management, software peripheries
Undertake system support and server administration as required
Manage general applications and server management:
  o Windows and active directory (AD) management.
  o Security management
  o Email management and mail servers
  o File and application server management
  o Intranet web server management
  o VOIP and other telephony services
Cloud service management for and other content management systems used within the College
Contribute to DR planning for ICT
Develop and implement procedures and policies for ICT operations at the College
Ensure documentation for all ICT assets

KEY KNOWLEDGE, SKILL REQUIREMENTS & QUALIFICATIONS

Understanding of and ability to contribute to the mission of Catholic Education
Excellent communication skills, both written and oral.
Completion of a relevant tertiary qualification is essential
Eligibility for membership of the Australian Computer Society is desirable
Industry Certifications in vendor products is highly desirable
Three (3) years or more experience in support of a MS Windows
environment is highly desirable.

- Demonstrated experience using a variety of ICT hardware, software, peripherals and operating systems
- Capacity to work in a team and autonomously.
- Highly developed problem solving, communication and documentation skills.
- Highly developed conceptual and analytical skills, with proven experience in analysis, design and documentation of business process and procedures relating to software systems.
- Experience in development and delivery of training programs for both technical and non-technical staff.
- The ability to work safely in an office environment and be fit to carry out the duties of the position.
- Strong time management and organisational abilities including the ability to work to deadlines and manage small projects
- Strong inter-personal skills
- Working with children check

WORK HEALTH AND SAFETY

- Uphold and follow the College’s WHS Policy and procedures such as (but not limited to) risk assessment, hazard and injury reporting and electrical safety.
- Follow reasonable work requests or directions related to work health and safety.
- Take reasonable care for your own health and safety and for the health and safety of others.

CAPABILITIES

- Support the ethos and values of the College and Catholic Education through words and personal actions.
- Uphold the College’s Code of Conduct defining professional behaviour, standards and statutory obligations.
- Ability to communicate effectively with a wide range of people including students of all ages and academic levels.
- Ability to genuinely support teachers to meet the learning needs of students.
- Ability to respond efficiently and effectively to user needs.
- Ability to solve problems by applying a variety of techniques and identify an
appropriate range of solutions in a practical and timely manner.

- Ability to adapt to changing work demands and prioritise tasks appropriately.
- Ability to work in an organised, safe and efficient manner.
- Ability to make decisions and work autonomously within the scope of the role.