



Guilford  
Young  
College  
Celebrating 25 years

# **ICT Manager**

Ongoing - 1.0 FTE

## **Application Package for Applicants**

Applications Close:  
Friday 6 November 2020 at 4.00pm

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Within the Archdiocese there are thirty-eight Catholic schools administrated by the TCEO;

- ❑ 35 Archdiocesan Schools
- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director , School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

[www.catholic.tas.edu.au](http://www.catholic.tas.edu.au)  
[www.gyc.tas.edu.au](http://www.gyc.tas.edu.au)

# Application for Employment

<b>Position:</b>	<i>Please select role/s</i>
<input type="checkbox"/>	ICT Manager 1.0 FTE Ongoing

Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

**Educational Qualification** – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	

Tasmanian Teacher Registration Number <i>(if applicable)</i>		
Catholic Education Accreditation Level Attained <i>(if applicable)</i>		
Working with Vulnerable People check		

**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
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<b>Role title:</b>	ICT Manager
<b>Classification:</b>	Information and Communication Technology (ICT), Level 4
<b>College:</b>	Guilford Young College
<b>Is responsible to:</b>	Director of eLearning and Information Systems
<b>Key relationships:</b>	Director of eLearning & Information Systems, ICT Staff, Contractors, Teachers, and General staff

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## **ROLE ACCOUNTABILITY**

The ICT Manager is accountable for the effective, efficient, ethical and responsible management of the College's ICT services to enhance student learning outcomes and broader college operations.

Within the role the ICT Manager supports the Catholic Identity and Evangelising Mission and builds relationships within the college and wider community to realise the College's mission and vision and assist students to achieve enhanced learning outcomes.

The ICT Manager works with a high degree of autonomy and uses significant knowledge and skills to manage policy, compliance, risk and the delivery of high-quality ICT services for the College. The ICT Manager is expected to exercise judgement and discretion in dealing with a range of complex tasks and situations and manage the ICT team.

## **KEY RESULT AREAS**

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:

### **Enhance student learning outcomes**

- Establish operating plans that ensure that ICT services are aligned to support the business and learning and teaching program defined in the College's strategic plan.
- Manage the effective implementation of the ICT operational plan and ensure that there is consistent and seamless ICT service provision and technical support.
- Establish procedures for and oversee the delivery of effective technical support for all users such as Help Desk.
- Oversee the administration, customisation, upgrading of and reporting from College database/s with the support of the ICT team, Curriculum and Pedagogy team, and vendors.
- Plan, test, implement and review program or infrastructure upgrades and ensure that users are informed of any impact on services.
- Provide advice to the College Leadership teams regarding significant program or infrastructure projects.
- Liaise with senior staff to ensure that college ICT policy and procedures support organisational standards and the College's business and learning and teaching programs in the areas such as acceptable use, cybersafety and social media.
- Provide advice and support to senior staff regarding the collection and analysis of college data.
- Provide learning support and opportunities to students and staff to ensure individuals can use relevant ICT services.

## **ICT administration**

- Establish and review systems and procedures to ensure the efficient and effective functioning of ICT support and delivery of customer service excellence.
- Respect and protect staff, student and family privacy and confidentiality.
- Resolve complex issues and complaints with due care and sensitivity.
- Research and prepare complex correspondence, reports, proposals and funding submissions.
- Ensure that the College's storage and archiving practices are robust and cost-effective.
- Manage the administration of college databases and all software applications including user access, licensing and regular review to ensure effectiveness.
- Manage comprehensive website and content management platforms to promote the College and systematically archive content according to organisational procedures.
- Analyse data and information and make high-level recommendations to enhance strategic and operational outcomes relevant to business and learning and teaching outcomes.
- Ensure that safety risk assessments and audits are implemented and reviewed.
- Contribute to the development and review of college ICT critical incident and disaster recovery plans.
- Liaise with the Director of eLearning and Business Manager regarding establishment and monitoring of annual budgets.
- Build constructive relationships and finalise contracts with, external service providers when required.

## **Manage and develop staff**

- Line manage team members, including coaching for high performance.
- Assist with the recruitment and selection of staff when required.
- Induct new staff.
- Ensure staff undertake adequate professional learning and development to build individual and team capabilities.
- Support team members to resolve conflicts in a constructive manner, escalating issues appropriately where they exceed the scope of the role.
- Coordinate rosters and relief staffing when required.
- Lead meetings as required.

## **Team effectiveness and collaboration**

- Build relationships across the college community to ensure effective communications and delivery of services.
- Support and assist staff and management teams to deliver effective outcomes.
- Work collaboratively with other members of the college community, including parents/guardians, caregivers and volunteers, to achieve effective outcomes.
- Develop positive relationships with colleagues and other members of the college community.
- Maintain a constructive and professional behaviour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings, college events and activities.
- Respect and protect staff, student and family privacy and confidentiality.

## **Personal effectiveness**

- Demonstrate professional integrity.
- Actively participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Actively participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from line manager/s to improve knowledge and practice.

## **Resources and organisation**

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web or other specialised software.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use college property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

## **Safety and compliance**

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace; and
  - contribute to safe systems of work.
  - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

## **EVIDENTIARY REQUIREMENTS**

### **Essential**

- Extensive professional experience and demonstrated proficiency
- Experience managing others
- Valid Working with Vulnerable People Registration
- Proficiency using information communication technology, including Microsoft Active Directory, Google suites, VShpere, Aruba Networks, Cisco, and Hyperconverged technologies.
- Experience in the business application of LAN and WAN technologies.
- Diploma in ICT or equivalent

### **Desirable**

- Bachelor degree in Information Technology or other relevant field
- Knowledge of ICT services in an education context
- Understanding and experience in strategic and operational planning, risk management and compliance
- Experience working with Synergetic Management Systems
- Current Tasmanian vehicle drivers license

## **PERSONAL CAPABILITIES**

- Works autonomously under broad direction
- Demonstrated success as a highly effective leader and manager of staff.
- Demonstrated ability to be successful in a demanding and multifaceted role.
- Excellent time management and organisational abilities.
- Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.

- Think and plan strategically and implement operationally.
- Exercise judgement and discretion
- Innovate and use initiative to resolve problems in a constructive manner
- Apply high-level communication skills, both verbally and in writing to a wide range of people.
- Strong interpersonal and relationship skills.
- Maintain confidentiality and manage sensitive situations
- Act with integrity, due care and diligence
- Work collegially and be adaptable and flexible

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

The ICT Manager works mostly in an office-based environment using a variety of technical equipment and resources, including specialised software and databases. Some intrastate travel may be required. The role will involve frequent sitting and require fine motor and control skills, auditory and visual functions. Lifting of supplies and materials will be required.

## Additional Position Information

<b>Start Date:</b>	As soon as possible, to be negotiated with the successful candidate
<b>Tenure:</b>	Ongoing 1.0 FTE 6 month Probation Period
<b>Location:</b>	Guilford Young College (Barrack Street Hobart <i>or</i> Bowden Street Glenorchy Campuses)
<b>Hours of Work:</b>	8:30am - 4:51pm: Monday to Friday with a 45 minute lunchbreak
<b>Employment Conditions:</b>	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
<b>Remuneration:</b>	Salary Range: ICT, Level 4 \$79,970 p.a. pro rata – plus 9.5% superannuation

## Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
- Succinctly addressed the Key Result Areas (KRAs) and Personal Capabilities in the Role Description  
Hint: when addressing the KRAs describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role
- Included any other relevant information you wish to submit

Applications are to be addressed to Craig Deayton, Principal, Guilford Young College and forwarded electronically by 4.00pm Friday 6 November 2020 to [anutting@gyc.tas.edu.au](mailto:anutting@gyc.tas.edu.au).

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.

If you have any further queries regarding your application please do not hesitate to contact Mrs Anita Nutting on (03) 6238 4357 or [anutting@gyc.tas.edu.au](mailto:anutting@gyc.tas.edu.au).