



ICT Systems Administrator

Full time, ongoing

Application Package for Applicants

Applications Close:
Friday 9 April 2021 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
www.gyc.tas.edu.au

Application for Employment

Position:	<i>Please select role/s</i>
<input type="checkbox"/> ICT Systems Administrator	

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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Role title:	ICT Systems Administrator
Classification:	ICT Level 3
School:	Guilford Young College
Is responsible to:	ICT Manager
Key relationships:	Principal, Director of ELearning and ICT, ICT Manager, students, parents, school staff, TCEO staff, volunteers

ROLE ACCOUNTABILITY

The ICT Systems Administrator is accountable for the effective delivery of quality ICT services and support for students and staff to enable enhanced learning and business outcomes. The position may be located at either campus (Glenorchy and Hobart).

Within the role the ICT Systems Administrator supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to support students to achieve enhanced learning outcomes.

The ICT Systems Administrator is responsible to ICT Manager. The ICT Systems Administrator works under general direction, using discretion and judgement to organise work and innovate within areas of responsibility. The ICT Systems Administrator will apply technical knowledge to resolve routine problems and high-level diagnostic skills to resolve complex problems related to data, equipment or systems.

ORGANISATIONAL REQUIREMENTS

As an employee in Catholic Education Tasmania

- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

KEY RESULT AREAS

- Understand and resolve student and staff ICT service needs including complex issues using high-level diagnostic skills.
- Maintain ICT network infrastructure, applications and equipment according to organisational procedures.
- Research and analyse information and data and contribute to recommendations for the design, acquisition and installation of ICT services and/or equipment.
- Ensure that ICT hardware is accurately recorded in school inventories and stored safely and securely.
- Coordinate routine audits, stocktaking and disposal of ICT equipment following organisational procedures.
- Coordinate the loan and repair of ICT equipment and provide instructions and support for use.
- Contribute to guidelines, standard operating procedures (SOPs) and provide instructional support, including demonstrations or presentations, to individuals or groups of students and staff regarding the use of ICT services.
- Coordinate and process the creation and closing of user accounts and the back up of data in a consistent and timely manner.

- Follow standard procedures to order and maintain routine ICT consumables for users.
- Assist teachers to integrate ICT effectively in the classroom and use of the College Learning Management System.
- Provide advice and support to students regarding the safe, responsible and ethical use of ICT.
- Communicate to line manager and/or teacher any difficulties or concerns regarding students and their responsible use of ICT or other school resources.
- Provide routine support for the administration or updating of content for the School web and/or social media sites.
- Analyse data to assist in recognizing trends to inform business processes.
- Assist staff to create useful data sets

Quality customer experience

- Resolve or escalate ICT service requests from students and staff with care and sensitivity in a timely manner in line with agreed customer service expectations.
- Communicate clearly and concisely.
- Respect and protect staff, student and family privacy and confidentiality.
- Assist in promoting a positive image of the College in all interactions.
- Provide on-the-job and other training opportunities and support.

Team effectiveness and collaboration

- Support and assist teaching and leadership teams to deliver effective student outcomes.
- Develop positive relationships and work collaboratively with colleagues and other members of the school community to enhance student outcomes.
- Maintain constructive and professional behaviour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and senior staff.
- Respect and protect staff, student and family privacy and confidentiality.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- 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 virtual machine applications, cloud services, and electronic records and databases.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use school 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

- contribute to safe systems of work.
- Contribute to 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.

PERSONAL CAPABILITIES

- Work experience providing a variety of ICT services and support to diverse users.
- Committed to supporting student outcomes through a service orientation.
- Relate to students with varying needs.
- Interact appropriately with colleagues, students and parents for different purposes and in different contexts.
- Establish and maintain collaborative working relationships.
- Apply literacy, numeracy and reasoning skills to effectively undertake role.
- Perform effectively in environments with competing demands.
- Exercise judgment and discretion in undertaking duties.
- Problem solving skills and ability to use critical thinking
- Use initiative to resolve problems and conflicts in a constructive manner.
- Demonstrated professional integrity.

EVIDENTIARY REQUIREMENTS

Essential

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Diploma in ICT or equivalent
- Current drivers licence
- Accreditation A: Accreditation to work in a Catholic school or willingness to work towards.

Desirable

- Certificate IV in ICT or equivalent
- Knowledge of manual handling practices
- Knowledge of systems and technologies used by the College such as SQL server, Crystal reports, VOIP, Office 365, Vsphere, VEEAM,
- Experience in providing ICT support in a school environment

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The ICT Systems Administrator role is located in a busy, open area and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The ICT Systems Administrator uses a variety of information and communication technology, office equipment and resources and from time to time, hand tools. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. The role also involves physical demands including standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, crouching, kneeling, reaching, handling and use of controls on equipment. Personal protective equipment (PPE) such as safety boots is required.

Additional Position Information

Start Date:	As soon as possible
Tenure:	Ongoing 1 FTE 6 month Probation Period
Location:	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)
Hours of Work:	8:30am - 4:51pm: Monday to Friday with a 45 minute lunchbreak
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	Salary Range: Information & Communications Technology (ICT), Level 3 \$72,166 – 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 9 April 2021 to 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.

If you have any further queries regarding the role, please do not hesitate to contact Mr Chris Elwell on (03) 6238 4355 or celwell@gyc.tas.edu.au.