



<b>POSITION TITLE</b>	Systems Administrator
<b>SERVICE AREA</b>	Technology & Information Services
<b>DIRECTORATE</b>	Enterprise
<b>REPORTS TO</b>	Enterprise Program Office Manager
<b>CLASSIFICATION</b>	Officer 3
<b>DATE APPROVED</b>	August 2016

## Role Purpose

As part of the mission of the Catholic Church in the Diocese of Parramatta, the Systems Administrator is accountable for the upkeep, configuration and effective day-to-day operation of CEDP systems.

## Key Accountabilities

### FUNCTION SPECIFIC ACCOUNTABILITIES

The Systems Administrator is accountable for:

- Ensuring the effective day to day operation of CEDP systems
- Supporting the set-up, enhancement, alteration and testing of systems in response to project demands and issues
- Analysing operational activities to identify areas of system improvement
- Supporting staff in their use of CEDP systems and ensuring the timely resolution of issues
- Ensuring systems supports business requirements

### LEVEL SPECIFIC ACCOUNTABILITIES

#### Catholic ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

#### Team contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Deliver and report on day-to-day performance and accountabilities to ensure effective and efficient service delivery
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CEDP

#### Risk and compliance

- Contribute and adhere to policies and processes within CEDP
- Identify and report risks and where possible propose appropriate mitigation strategies

## Required Standards

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework			
Standard group		Standard name	Expected level of proficiency
Behavioural competencies	Individual	Self-Development / Continuous learning	P
		Adaptability	S
	Interpersonal	Collaboration and communication	S
		Responsibility and ownership	S
	Analytical	Planning, organising and problem solving	S
Leadership competencies	Leadership	Delegation	N/A
		People development	P
		Leading a team	N/A
		Understanding of the organisation's mission	S
		Strategic positioning	P
Technical / Functional competencies	Technical / functional	Attention to detail	A
		Knowledge & application of Policies, Procedures, and Processes	S
		Knowledge & application of Industry, Emerging Trends and good practice	P

**Key:** P = Proficient, S = Skilled, A = Advanced, E = Expert

## Typical Experience and Qualifications

- Tertiary qualifications in the relevant area of study
- Appropriate demonstrated experience

Catholic Education Diocese of Parramatta is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CEDP may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.