

A photograph of a woman with long brown hair, wearing a light blue button-down shirt, smiling and looking down. Next to her, a man with glasses and a beard, wearing a grey sweater, is also smiling and looking towards her. They appear to be in a professional or educational setting.

ICT Manager Application Package

**Join Catholic education today and
lead the ICT services in a Southern
Secondary College!**

Applications close Monday 23 September 2024 at 10:00am

POSITION DESCRIPTION

ICT Manager



Role title:	ICT Manager
Classification:	Business Services, Level 6
Is responsible to:	The Principal through the Business Manager
Key relationships:	Principal, Deputy Principals, and the Leadership Team

Role Accountability

The ICT Manager, in collaboration with the College Executive Team, is accountable for leading and establishing the strategic direction and effective implementation of the College's ICT programs and functions. The ICT Manager leads and directs the ICT staff to ensure optimal use and effectiveness of ICT resources to ensure the smoothest possible running of the College's ICT functions. The ICT Manager provides strategic advice and reports to the Business Manager and implements policies and programs that integrate with external requirements.

The ICT Manager is responsible to the Business Manager and is the Chair of the College ICT Committee. The role has significant influence, control and/or authority over organisational resources and/or programs specific to ICT.

The ICT Manager works with others to achieve objectives within complex organisational structures and operates with a high degree of autonomy and significant decision-making responsibilities, using independent judgement and initiative.

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

ICT Leadership:

- Represent the College as a futurist and forward ICT thinker, seeking innovative eLearning technologies that further learning and teaching outcomes.
- Presents new technologies to the ICT Committee and College Leadership Team.
- Lead and manage the staff who form the ICT Team.
- Establish and implement operating plans to ensure that ICT services are aligned to and support the business, learning and teaching programs and wellbeing programs defined in the College's strategic plan.
- Establish procedures that ensure the delivery of effective technical support for all ICT users.
- Manage the administration, customisation, upgrading of and reporting from College databases.
- Provide advice to the Principal regarding significant program or infrastructure projects.
- Liaise with the College Executive Team to ensure that College ICT protocols and procedures support organisational standards and the College's business, learning and teaching and wellbeing programs in areas such as acceptable use, cyber safety and social media.
- Contribute advice regarding the inclusion of ICT in the College's curriculum and/or pedagogical practices.
- Provide advice and support to the College Executive Team regarding the collection and analysis of College data.
- Assist the College Executive and Leadership to develop and implement its strategic plan and operational plans.

ICT Administration:

- Provide support to the Senior Information and Communications Technology (ICT) Officer in the management and maintenance of the College's ICT infrastructure.
- Working with the College Executive Team, make a significant professional contribution to the development of College's ICT strategic and improvement plans.
- Working with the Business Manager, establish financial plans that allow the College to meet future ICT capital and operational requirements.
- Oversee the accurate preparation and presentation of ICT reports and statements and relevant statutory reports.
- Develop and implement disaster recovery systems and processes specific to ICT to ensure business continuity.
- 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 ICT issues and complaints with due care and sensitivity.
- Research and prepare complex correspondence, reports, proposals and funding submissions.
- Working with the College Executive Team, 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, learning and teaching and wellbeing outcomes.
- Ensure that safety risk assessments and audits are implemented and reviewed.
- Build constructive relationships and finalise contracts with external service providers as required.

ICT Management:

- Oversee day-to-day management, control and operations of the ICT Team, infrastructure and equipment.
- Ensure a positive safety culture through compliance with the College's WHS policies, safe work procedures, instructions and rules, particularly regarding the correct and safe use of equipment.
- Oversee the development and implementation College ICT planning for infrastructure and equipment.
- Develop an annual detailed and forecast ICT budget
- Act as the primary point of contact with and for the broader community in regard to the work undertaken by and within the ICT team.
- Demonstrate a high-level of written and verbal communication skills regards the management and provision of ICT within the College, e.g.: within meetings, in the provision of succinct and clear advice, in development and delivery of staff training and induction, in College newsletter items, in professional conversations with colleagues and the College community.
- Convene and Chair regular meetings of the ICT Committee to lead the process of ICT workflow management, projects and planning.
- Participate in, and advise on, all aspects of ICT software, equipment and infrastructure use and management, procedures, and solutions in consultation with the Business Manager and the College Leadership.
- Develop protocols and forums to ensure effective control are in place for College data, ICT equipment and infrastructure.
- Utilise appropriate forums (such as meetings, presentations, written reports, on-line collaboration, and OneDrive) to develop a culture of collegiality and professional learning across the College.

Internal	External
<ul style="list-style-type: none"> • Principal 	<ul style="list-style-type: none"> • Tasmanian Catholic Education Office
<ul style="list-style-type: none"> • Business Manager 	<ul style="list-style-type: none"> • Parents
<ul style="list-style-type: none"> • College Executive and Leadership Teams 	<ul style="list-style-type: none"> • Visitors/members of the public
<ul style="list-style-type: none"> • School staff 	<ul style="list-style-type: none"> • Archdiocesan staff
<ul style="list-style-type: none"> • Students 	

Evidentiary Requirements

Essential

- Relevant tertiary qualifications (e.g. Information Communication and Technology or similar).
- Relevant industry experience in leading and managing a small team.
- Valid Registration to work with Vulnerable People.
- Current and satisfactory National Police Criminal History Check (NPCHC).
- Current vehicle driver license.
- Successful attainment of Accreditation A: Accreditation to work in a Catholic School or willingness to work towards.

Desirable

- Current First Aid Certificate

Personal Capabilities

- **W**ork with a high degree of autonomy.
- Demonstrated success as a highly effective leader 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.
- Influence through collaboration.
- Plan and act strategically.
- Exercise judgement and discretion.
- Innovate and use initiative to resolve problems in a constructive manner.
- Outstanding communication skills.
- Strong interpersonal and relationship skills.
- Maintain confidentiality and manage sensitive situations.
- Act with professional integrity and due care and diligence.
- Flexibility and adaptability

The Archbishop's Charter for Catholic Schools

"Catholic Schools are a vital expression of the mission of the Church in the Archdiocese of Hobart. They are the means by which not only students, but also families and the staff experience the richness and beauty of the Christian life".

Julian Porteous DD, Archbishop of Hobart

The Archbishop's Charter for Catholic Schools provides the basis for the Archbishop to 'mandate' Catholic schools and colleges within the Archdiocese of Hobart. The mandate of the Archbishop represents his formal commissioning of a Tasmanian Catholic school or college to act as an evangelising agent of the Archdiocese.

The Charter, which draws inspiration from Sacred Scripture and key Church documents, focuses on four domains:

- Catholic Identity
- Learning
- Leadership
- Mission

Catholic Identity

The person of Christ is at the heart of Catholic education. Christ's teachings and the Gospel message permeate Catholic school life. School communities give witness to their distinctive educational, spiritual, moral and social purpose within the evangelising mission of the Church.

Learning

All our learning programs support students' growth in human and Christian virtues so that they grow as integrated human beings. Our curriculum seeks to promote and deepen each students' understanding of the Catholic faith and their commitment to Christian values.

Leadership

Leadership is Christ-centered and is marked by a spirit of service. It is dedicated to the building up of the school community as a community of faith. Catholic leadership is about responding to Christ's command "go into the world and preach the Gospel to the whole creation" (Mark 16:15).

Mission

The Catholic school exists as part of the evangelising mission of the Church. The Catholic school should be available to all families who desire a Catholic education for their children.



About Catholic Education Tasmania

Catholic Education Tasmania (CET) is a community of 38 schools and colleges serving over 17,000 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.

Under the governance of the Catholic Education Commission of Tasmania (CECT), the TCEO is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

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

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

The TCEO, established in 1961, 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 Tasmanian Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information access the [Catholic Education Tasmania website](#).



Additional Position Information

Start Date:	ASAP - date to be negotiated.
Tenure:	1.0FTE, Full Time, Ongoing 6-Month Probation Period
Location:	Greater Hobart Region
Hours of Work:	Monday - Friday: 8:30am - 5:00pm
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Classification	Business Services Level 6
Remuneration:	Indicative Salary: \$104,382 per annum – plus Superannuation (as per superannuation guarantee charge legislation)

Final Checklist for Applicants

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

A cover letter (no more than 1 page) stating the reasons why you are seeking the position within Catholic Education Tasmania.

A current copy of your resume, which should include an employment history stating where you have worked, the length of service and description of the position(s) held, and duties undertaken.

Applications are to be addressed to the Nick Bailey, Manager: Employee Experience and Engagement and submitted via the CET careers website <https://catholic.tas.edu.au/careers> by clicking 'Apply Now'

Please Note: Applications will not be accepted after the closing time.

If you have any further queries regarding your application, please do not hesitate to contact People Services on (03) 6210 8888 or careers@catholic.tas.edu.au



Catholic
Education
Tasmania

Student Focused
Christ Centred
Learning for Life

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