POSITION TITLE:	**IT Collaboration Systems Specialist**
SECTION:	**Information Technology**
REPORTS TO:	**Manager School Information Systems**
CLASSIFICATION:	**CES Office Salary Scale (CEOS6)**
AUTHORISATION:	**Executive Director**

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to *offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

PURPOSE OF THE ROLE

Reporting to the Manager School Information Systems, the IT Collaboration Systems Consultant position works within the Information Technology team to identify needs and requirements relating to collaboration systems.

The role will work with schools and Catholic Education Services Cairns, providing advice, expertise, and specialist SharePoint skills that support teams' ongoing work and communication across the Diocese and community.

The position will be required to work as part of a team to communicate, coordinate, enhance, provide technical solution design and support the organisation's SharePoint portals, ensuring the ongoing work and communications between teams across the Diocese.

Work is usually performed under general guidance with limited or no professional supervision.

To be successful in this role:

The appointee is required to demonstrate competency in the use of initiative in self-directed development and application of expert knowledge with extensive recognised expertise in Microsoft SharePoint, including;

- Experience creating, configuring and maintaining site collections, subsites, lists and libraries in SharePoint
- Understanding of SharePoint administrative activities such as site creation, user training and issue resolution
- Experience in providing SharePoint support using SharePoint tools, including libraries, workflows and forms
- Understanding of the Microsoft Power Platform – MS PowerApps, Power Automate
- Experience with Microsoft Workflow and automation toolsets, including SharePoint Designer and management of API's
- Determining system efficiency and functionality by liaising with internal departments and end-users
- Liaise with stakeholders to understand, gather and analyse requirements and concerns in line with business objectives
- Monitoring/reporting site security governance

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

- Enhancing and evolving the benefits and use of collaborative tools in the workplace
- Contributing to the identification of needs and requirements across the organisation
- Analysing SharePoint implementations to identify and address areas of opportunity
- Delivering SharePoint and collaborative services solutions to meet user and organisational requirements
- Leading professional learning in the use of SharePoint
- Participating in User Acceptance testing of portals
- Assisting in maintaining efficient operation and effectiveness of supported applications and services
- Managing projects/processes, working under general supervision
- Working as part of a team to communicate, coordinate and support collaborative systems and services aligned with IT and organisational processes
- Collaborating with team members to translate user and system requirements to functional technical requirements
- Reviewing and evaluating processes and systems, identifying areas for improvement and development
- Ensuring all appropriate procedures are followed and that all reasonable measures are in place to secure applications and services

- Maintaining user support tools, documentation, and communities
- Providing solutions to complex technical problems
- Being a point of technical contact, including ongoing SharePoint maintenance and support
- Ongoing Professional Learning and capacity building for appropriate office staff

GENUINE OCCUPATIONAL REQUIREMENTS

- Facilitate the prevention of child harm by recognising and responding appropriately
- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Capacity to think strategically, implement effectively, see a project to successful conclusion and evaluate accordingly
- Self-motivated with the ability and commitment to work in a collaborative team environment
- Demonstrated excellent relational skills
- Demonstrated high level of ability to communicate, consult and negotiate
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Experienced use of digital technologies necessary to demonstrate the required range of skills and tasks

Physical requirements of the position:
- Work is normally performed in a typical interior office and/or classroom environment
- Frequent use of telecommunication and electronic equipment

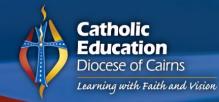## MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Unless an exemption applies, all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Tertiary qualifications at Certificate or Degree level in a relevant discipline and/or extensive experience working within a similar role.
- Promote child safety at all times
- Demonstrated SharePoint administration skills to include the creation of sites, lists and libraries

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

ADDITIONAL INFORMATION

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____