

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



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| Systems Administrator | |
| Position Level | Grade 5/6 |
| Salary Range  (Full-time) | $ 100,076 to $ 127,013 + Superannuation (based on skills and experience) |
| Reports To | Infrastructure Manager |
| Location | CE Head Office Manuka or remote with regular visits to Manuka |
| Employment Type | Full-Time |
| Employment Status | Fixed-Term |
| Employment Term | 3 years |
| Hours Per Fortnight | 76 |

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

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| Position Purpose | The Systems Administrator in Level 3 team is responsible for designing, testing, implementing and maintaining core infrastructure systems across the enterprise.  The Systems Administrator will work with internal and external stakeholders like Microsoft, Google, CENet, Red29, Datavoice etc., to assist in the development and implementation of infrastructure standardisation and improvements. You will be instrumental in incident, change, problem, capacity and release management. You will also work alongside the ICT level 3 team and stakeholders to resolve ICT problems, develop solutions to reduce incidents and to recover from unplanned critical events.  Mentor and coach the other members of the wider ICT Team, Technical support officers and Application team. |
| Position Duties | Responsibilities include maintaining core server architecture, patching, updates, servicing and planned upgrades. Tasks include but not limited to:   * Implement roadmap projects- starting from technical assessment, design, planning and implement across all the schools and office in CECG. * Mentorship to the other members of the Level 2/1 Technical team * Ownership of core infrastructure system operational state * Lead the design and implementation of Active Directory, Microsoft Exchange, O365, Microsoft System Centre Configuration Manager, Identity management, Nutanix and associated services (including, but not limited to, DNS, DHCP, Group Policy, AD Topology, Schema Management, IDM) * Lead and manage the Public Cloud environments/projects including AWS, Azure, Google Cloud * Technical lead for SaaS Environments implementation and maintenance of – G-Suite, Office365 Suite * Technical lead for enterprise backup solutions * Problem management: Root cause analysis to prevent recurrence of incidents * Consultancy to major/minor projects across the schools. |
| Skills, Attributes and Experience | * Experience in an education based organisation would be advantageous * Experience in providing level 3 support in a multi-location organisation with 5000+ end users * Experience in leading development of solution architecture * Demonstrated experience working across Office 365, Azure and AWS * Demonstrated experience with IDM, SCCM, MS Exchange, MS Teams, Hypervisor, Nutanix and Active directory * Extensive experience with root cause analysis, server administration, back up management, storage management and disaster recovery * Experience in providing technical management of IT operations * Demonstrated and extensive experiences in IT incident, change, problem, capacity and releases management. |
| Qualifications | * 2+ years technical experience as a Systems administrator or equivalent * Comprehensive level 3 technical experience at least for a year * Tertiary qualification or equivalent |

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the ‘Apply Now’ button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

1. in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
2. in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](https://intranet.cg.catholic.edu.au/formandpolicies/Lists/Policies%202015/Attachments/132/RE%20Accreditation%20Framework.pdf)

Employment Information Collection Notice CE’s Privacy Policy - [Click here](https://cg.catholic.edu.au/privacy-statement/)

Application Enquires: CE Recruitment Team

Phone: 02 5133 5563 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)