ICT Coordinator

Core Role Purpose and Accountability
Effectively support the educational and administrative requirements of the College through the sourcing, development and management of information, communication and other technologies.

Role Responsibilities and Duties
Specific responsibilities and duties of the ICT Coordinator include but are not limited to:
- Regular communication with the College Leadership Team in order to propose ICT recommendations, forecast opportunities and update existing practices in order to support the administrative and educational needs of the College
- Management of ICT budget and financial proposals to ensure cost effective ICT procurements
- Ongoing review and development of all ICT policies and processes
- Overseeing all ICT contractors and outsourced services
- Facilitating the integration of ICT into the Curriculum to satisfy the College’s teaching and learning requirements
- Monitoring and assessing all aspects of ICT initiatives
- Developing and maintaining internal and external content management systems
- Maintaining the College’s wireless network and remote access infrastructure
- Overseeing the functions of the ICT Help Desk
- Management of the ICT team
- Supervising virus protection, network security, back-up and recovery, server maintenance, software upgrades and licensing
- Acting as Chair of the ICT Committee and overseeing the scheduling, agenda and minutes for those meetings
- Providing support for all applications including the College administration package, reporting, timetabling, financial management and MS Office
- Providing ICT staff training and support to further enhance existing Professional Development opportunities
- Anticipating the long term needs and growth of the College through forward planning in the areas of hardware, ICT infrastructure and applications
- Attending workshops, seminars and conferences
- Ensuring the professional development of ICT team

Contributing to the implementation of the College’s Vision & Mission and the building of the College community in the tradition of the Good Samaritan by
- Developing harmonious relationships with staff and students via daily interactions
- Upholding the Benedictine value of service to others in community
- Providing a standard of service which will support the realisation of the College’s Vision and Mission

This position reports to: Principal through the Dean of Finance.

Hours of work
8.00am – 4pm Monday – Friday