



Rosebank is a Good Samaritan independent secondary Catholic College in the Benedictine tradition. The co-educational College enjoys the successful integration of e-Learning.

Applications are invited from people with strong management and planning skills for the full time position of

### **ICT MANAGER**

Commencement Date – 22 January 2018

This role requires an experienced and dynamic ICT Manager to lead an ICT team in the maintenance and development of a growing College ICT network, which is required to support a range of business technologies and innovative education applications.

Key responsibilities include:

- Management and maintenance of network infrastructure with maximum uptime through the provision of server maintenance, network security and software upgrades
- Provision of a timely user support system and overseeing the services of the ICT Help Desk for both students and staff
- Management and maintenance of the College's hardware and software resources and requirements which include equipment, communication systems and document management systems
- Provision of content management systems support for staff and students
- Ongoing contribution to the development of the network to meet evolving educational needs
- Incorporation of progressive technology to enhance teaching, learning and administrative opportunities
- Competent in all Windows applications and other databases, as well as experience in LAN Technologies, VMware and Cisco Meraki wireless.
- Ascertaining user requirements for timetabling, reporting, administration, library processes and finance management
- Utilising excellent communication and interpersonal skills while working effectively within a team environment to support the Catholic ethos and learning culture of the College

Closing date: 5 January 2018

For further information on the skill set required for this position and full role description visit our website: [www.rosebank.nsw.edu.au](http://www.rosebank.nsw.edu.au)

Applications may be posted or emailed to:  
The Principal, Rosebank College  
1a Harris Rd, Five Dock NSW 2046  
[principal@rosebank.nsw.edu.au](mailto:principal@rosebank.nsw.edu.au)

NB: Shortlisted applicants will be required to provide the College with their new NSW Working With Children Check number in order to be eligible for this position ([www.newcheck.kids.nsw.edu.au](http://www.newcheck.kids.nsw.edu.au))

## **ICT MANAGER**

### **Core Role Purpose and Accountability**

The role of the ICT Manager is to provide effective management of the College ICT network, to ensure that the network has the operational capacity to meet the current and future ICT needs of the College, to maintain the network infrastructure with the maximum uptime and to provide a timely client/user support system. The ICT Manager oversees the work of Help Desk staff, Network Manager, Information Systems Manager, Information Systems Developer and reports to the Principal through the Dean of Finance.

### **Role Responsibilities**

The specific responsibilities of the ICT Manager include:

#### ***Contributing to the Implementation of the College's Vision & Mission***

- 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.

#### ***Providing Innovative Leadership***

- Maintaining professional knowledge and facility with ongoing developments in ICT by participating in relevant networks and engaging in professional learning activities;
- Providing advice to the Principal on strategic directions for ICT in education and the College.

#### ***Promoting Quality Relationships***

- Maintaining an accessible profile and establishing and maintaining the effective provision of ICT help, advice and solutions to all College network users;
- Providing effective leadership of the ICT Committee;
- Developing harmonious relationships with staff and students via daily interactions;
- Overseeing the work flow and quality of the ICT Support Team, and provide leadership to the team in the discharge of their duties.

#### ***Promoting Organisational Leadership***

- Creating and overseeing an effective helpdesk operation;
- Consulting with Departments regarding their ICT network issues;
- Overseeing the provision of ICT support for technical issues and troubleshooting assistance to College users regarding general computing, printing and ICT needs;
- Overseeing the required training of College users in the operation of installed software;
- Overseeing the installation, upgrading, acquisition and disposal of the College's computer network equipment in accordance with College policies and procedures and in consultation with the Dean of Finance;
- Regularly reviewing and assessing the ICT network needs of the College and providing recommendations regarding network infrastructure, technological advancements and software to the ICT committee;
- Evaluating new updates for servers and workstations;

- Ensuring the ordering and setup of network hardware is effectively managed;
- Managing and updating active hardware including servers and switches;
- Ensuring that there is an effective backup process for all systems;
- Evaluating and approving installation of appropriate software on the network;
- Completing all network documentation to the best industry standards;
- Developing and managing the College internet, intranet and email system;
- Managing the network internet software such as virus scanners and email protection;
- Ensuring the College internet system is fully functional with appropriate user access and protection;
- Creating new users and managing current users;
- Managing the network asset register;
- Maintaining and reviewing on a regular basis an asset register of the College's computing and associated equipment;
- Ensuring the provision of secure, reliable, high quality and effective data bases for the College;
- Facilitating adequate support, training and guidance to database managers;
- Ensuring the highest standards of file security and management connected with databases;
- Contributing to the development and maintenance of a safe and healthy work environment for all members of the college community;
- Participating in WHS consultations on matters relate to ICT;
- 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
- Assist the Director of Teaching and Learning to integrate and align the ICT with the Curriculum to satisfy the College's teaching and learning requirements
- Monitoring and assessing all aspects of ICT initiatives
- Overseeing the Development and maintenance of internal and external content management systems
- Maintaining the College's physical and wireless network, local and cloud server infrastructure and remote access infrastructure
- Supervising virus protection, network security, back-up and recovery, server maintenance, software upgrades and licensing
- Acting as Chair of the ICT Committee responsible for scheduling, preparing agendas and distributing minutes for those meetings
- Providing support for all applications including the College administration package, reporting, timetabling, financial management and MS Office
- Assist in the provision of teaching and support staff training 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
- Ensuring the professional development of ICT team
- Any other duties as required by the Principal or his/her delegate.

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

**Normal Hours of work**

8am – 4pm Monday to Friday