



ST MARY'S
COLLEGE

ICT Manager Application Package



Applications Close: Monday 16 October at 12.00pm

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 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), Tasmanian Catholic Education Office (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 (CECT), 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 1959, 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 Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

ST MARY'S COLLEGE

Position Description

Title	ICT Manager
Award	Tasmanian Catholic Education Single Enterprise Agreement 2018
Classification	Business Services Level 6
Area	Whole School
Reports to	Principal
Key Relationships	Director of Business and Operations
Terms of Employment	Ongoing position Full time, 38 hours per week, Monday – Friday 8.00am – 4.36pm

College Environment

St Mary's College, Hobart is a Catholic school providing education for boys in Year 2 and Girls from Kindergarten to Year 12. Founded in 1868 by the Presentation Sisters, the College's mission is: In a world of constant change, strive to live the teachings of Jesus Christ within the tradition of the Catholic Church, develop just and compassionate people who are resilient, responsible and informed and ready to contribute to society. The beautiful sandstone façade of the College, situated in the city, belies its innovative approach to education. All work at the College is centred on our students and their holistic outcomes.

Role Accountability

The ICT Manager is a leadership role and is accountable establishing the strategic direction and effective implementation of the College's ICT functions. The ICT Manager ensures optimal use and effectiveness of resources to ensure the smoothest possible running of the College's ICT department. The ICT Manager provides strategic advice and reports to the Executive Leadership of the College and implements policies and programs that integrate with external requirements.

Within the role the ICT Manager supports the Catholic Identity and Evangelising Mission and builds relationships within the school and wider community to realise the school's mission and vision and assist students to achieve enhanced learning outcomes.

The ICT Manager is responsible to the Principal. The role has significant influence, control and/or authority over organisational resources and/or programs. 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.

Catholic Education Tasmania Requirements

- Support the mission of the Catholic Church.
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement.
- Support the Vision and Mission statement of the individual school.
- Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life.
- 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.
- Be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools.

Key Result Areas

Information and communication technology (ICT) management:

- Develop, implement, document and support College information and communications technology resources and systems.**
- Supervise the College's ICT Support Staff and ICT Help Desk.**
 - Provide second level technical support as required.
- Liaise with the LAC Technologies to develop and provide ICT training to staff.**
 - Prepare and maintain documentation of ICT procedures. Support staff and students in becoming self-reliant users of information and communications technologies through training and coaching as required. Present one to one group-based ICT professional development sessions for staff.
- Provide Strategic Direction to the College in the area of ICT.**
 - Actively research and evaluate benefits of new and emerging technologies that may be of benefit to Teaching and Learning and Administrative operations at the College. Liaise with the ICT Committee and College Leadership Team to assist in constructing the College's ICT Strategic Plan. Manage the implementation of the ICT Strategic Plan by producing, costing and executing annual ICT Implementation Plans.
- Manage ICT expenditure for the College.**
 - Liaise with Directors Business and Operations to manage major capital purchases. Develop and manage an annual departmental budget in conjunction with the Director Business and Operations.
- Coordinate special projects at the direction of the Director Business and Operations**
- Assist in the administration of the College's ICT systems.**
 - Server infrastructure, desktop and mobile device infrastructure, mobile device management of BYOD, networking infrastructure, telephony, public address systems, school administration and LMS systems, user administration, College website, internet monitoring, printing management, electronic locks management.

Leadership

- Participate in the recruitment and selection of staff.
- Coach team members for high performance.
- Undertake performance management as required.
- Ensure staff undertake adequate professional learning and development to build individual and team capability.
- Coordinate relief staffing as required.
- Resolve conflict in a constructive manner.
- Implement and manage change effectively.

Team effectiveness and collaboration

- Support and assist staff and management teams to deliver effective outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to achieve effective outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend meetings, school events and activities relevant to the role. Respect and protect staff, student and family privacy and confidentiality.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager/s to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Use Microsoft Word and Google software suites and relevant specialised software..
- Use office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace;
 - contribute to safe systems of work; and
 - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

Evidentiary Requirements

Essential

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC).
- Post graduate qualifications in ICT.
- Extensive experience and management expertise in Information Technology.

Desirable

- Experience in an education environment
- Current Tasmanian vehicle driver licence

PERSONAL CAPABILITIES

- Work 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

Environmental Conditions and Physical Demands

The ICT Manager works mostly in an office-based environment using a variety of office technical equipment and resources, including specialised software and databases. Some intrastate travel may be required. Attending meetings and events outside of core hours is required. The role will involve frequent sitting and require fine motor and control skills, auditory and visual functions. Infrequent manual handling may be required.

Selection Criteria

The following specific selection criteria must be addressed by candidates in writing in their application.

- Understanding of and ability to contribute to the mission of Catholic Education in the Presentation ethos of St Mary's College.
- A thorough understanding of ICT, including the ability to provide comprehensive and effective level technical support to staff and students.
- The ability to provide Strategic direction to the College with regard to the use of ICT in education and all areas of the school's practices.
- The ability to research and evaluate the benefits and innovative use of emerging ICT in education.
- Excellent interpersonal, written and verbal communication skills including the ability to negotiate with external service providers.
- Excellent organisational and priority management skills.

Additional Position Information

Start date:	ASAP
Tenure:	Ongoing Full time, 38 hours per week
Location:	St Marys College, 164 Harrington St Hobart 7000
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Hours of Work:	8.00am – 4.36pm Monday - Friday
Remuneration:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Applications must include:

Final Checklist for Applications

- A Cover Letter addressed to Human Resources.
- A current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken. Ensure the names and contact details of two recent referees.
- Address the selection criteria with a written response to each dot point. Applicants that do not address the selection criteria cannot be considered for the position.

Your application is to be submitted via the St. Mary's College website by clicking on the "**online application form**" link.

<https://www.smc.tas.edu.au/employment/>

CLOSING DATE FOR APPLICATIONS: Monday 16th October at 12.00pm

Please note:

Applications will not be accepted after the closing date.

If you have any further queries regarding your application please contact Natalie Prokopiec, Human Resources Coordinator on (03) 6108 2560 or hr@smc.tas.edu.au