



ST PIUS X COLLEGE

CHATSWOOD

ICT Systems and Network Administrator

The ICT Systems and Network Administrator reports to the Principal through the ICT Manager. The Leadership Team supports the ICT Systems and Network Administrator to fulfil the delegated authorities and accountabilities of the role.

Child Protection legislation requires that, as the preferred applicant of a position classified as child-related employment, you must meet the requirements of the Working with Children Check. Your appointment may be reviewed if information relating to any child-related offence is revealed.

Basic Role Purpose

The ICT Systems and Network Administrator assists the ICT Manager with the selection, acquisition, configuration, deployment, security and management of College computing devices.

Major Responsibilities and Accountabilities

Leadership of Learning

- promoting the effective and safe use of technology;
- being committed to participation in professional development and reflective practice;
- mentoring and training more junior members of the ICT Department;
- providing professional development to staff when required.

Strategic Leadership

- knowing the College's Strategic Plan and implementing relevant objectives;
- participating actively in bi-annual formative performance reviews involving personal reflection, annual goal setting, and discussion with the ICT Manager throughout the period of appointment and in a summative performance review in the final year of a period of appointment;
- inputting and implementing annual goal statements;
- working with staff to establish clear goals for the department and to develop strategies for improvement and systems to evaluate the success of these strategies;
- being actively involved in a range of meetings as required.

Organisational Leadership

completing all necessary administrative tasks effectively and efficiently including establishing and maintaining suitable timelines;

- complying with the College's Occupational, Health and Safety policies and procedures;
- ensuring the availability, capacity, security, stability and performance of all systems operating in the College;
- maintaining, administering and managing all servers in the College;
- maintaining, administering and managing all cloud systems;
- researching, planning, implementing and overseeing installation of new servers in the ICT environment as needed, both physical and cloud based;
- ensuring the integrity of the backup system and provisioning and planning for a Disaster Recovery Process;



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- evaluating and improving ICT Systems and processes to provide a more efficient ICT environment;
- evaluating and testing new software to ensure its operability on the College network;
- installing, configuring and deploying new software on College computers;
- researching, evaluating and recommending new technologies to enhance College ICT infrastructure;
- ensuring updated documentation on system and network setups and protocols;
- ensuring the availability, capacity, security, stability and performance of the networking infrastructure in the College;
- ensuring the wireless network is available and adequate to meet the needs of all staff, students and stakeholders of the College;
- monitoring network traffic and ensuring adequate speeds and capacity are being met;
- developing and maintaining network security measures to ensure the safety and capability of ICT infrastructure;
- researching, planning, implementing and overseeing any network infrastructure replacements and upgrades;
- maintaining and improving processes to ensure quality of service.

Relational Leadership

- promoting the value of pupil self-esteem;
- being committed to the education of boys;
- maintaining and enhancing ICT Department morale;
- working as a member of a team within the wider College community;
- supporting staff and students with technical issues as they arise;
- working productively and collaboratively as part of the ICT Department in a team environment;
- coordinating liaison with external support to ensure fault resolution, testing, upgrades and the ongoing development of College systems;
- communicating with staff regarding any interruptions, outages or projects with ICT systems.

Religious Leadership

- witnessing to and promoting the life and values of Jesus Christ;
- understanding, being committed to and actively promoting the Catholic ethos of the College;
- providing leadership as a role model in the charism of Blessed Edmund Rice and promoting the touchstones and core values of the Edmund Rice Charter;
- providing leadership in achieving the mission of the College;
- supporting the organisational priority of Religious Education and Formation.

Other duties as assigned from time to time by the Principal

Reviewed: September 2024