



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

## Network and Systems Administrator

Title	Network and Systems Administrator
Classification	Education Support Staff – Category A, Level 3 Full-time ongoing
Hours of Work	8:00am to 4:00pm, Monday to Friday
Report	Principal Digital Learning Services Manager (ICT)
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018
Membership	ICT Services Team

### Purpose of the Position

The Network and Systems Administrator works with the Systems Administrator, ICT Support Officer and reports to the Digital Learning Services Manager to support the development, deployment and maintenance of the College's network and data base systems, in alignment with the curricula and administrative objectives of the College.

The incumbent works collaboratively with, and under the direction of, the Digital Learning Services Manager to ensure that systems are efficient, effective, secure and responsive to the diverse needs of students, teaching staff, administration staff and the College's business operations.

The Network and Systems Administrator is expected to work within a positive and effective Information Communication Technology Services team and will advise the planning for, and executing, a range of projects and services.

### Key Roles and Tasks

The Network and Systems Administrator is directly responsible to the Digital Learning Services Manager (ICT). As an integral member of the ICT Services Team, they will

- manage a complex Microsoft server environment and secure data infrastructure including Microsoft Server, Exchange, SQL, M365, Teams Telephony, Azure and Intune
- support and maintain the colleges wired and wireless network
- support and manage the College's Microsoft and FortiGate Identity and Security services and continue to implement the College's strategy for a single user identity and secure environment
- support and maintain VMware vSphere server infrastructure
- design, develop and manage a complex environment of patching, backup, monitoring, capacity planning and integration and automation
- develop and maintain systems documentation in an on-going basis and identify opportunities to hand over support functions to the client services team in order to improve first call resolution



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- track, monitor, follow up, prioritise and escalate incidents in the College's helpdesk system
- maintain a cycle of process and service improvement – identifying areas of opportunity by analysing systems, requests, trends and helpdesk data and putting forward recommendations to improve the environment and processes
- oversee advanced hardware support and troubleshooting of servers and network equipment
- work in cooperation with the Digital Learning Services Manager (ICT) in designing and implementing the strategic direction for ICT at the College
- assist the Digital Learning Services Manager (ICT) with other tasks as required
- perform other duties as directed from time to time by the Principal, commensurate with their position description.

## Child Safety

The successful applicant will demonstrate a commitment to child safety through:

- a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- being familiar, and complying with, the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- providing students with a child-safe environment
- upholding a zero-tolerance attitude towards child abuse
- ensuring cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- providing safe and accessible environment for children with a disability
- implementing strategies that promote a healthy and positive learning environment

## Key Selection Criteria

### Desired Experience and Qualifications

- Tertiary qualification in Computer Science or related discipline
- Microsoft Certification – Microsoft Technology Associate (IT Infrastructure) or MCSA (Windows Server)
- Experience Scripting with PowerShell
- Experience working with Aruba networking platforms
- Experience with Microsoft 365 Security, Identity and Intune
- Experience with Synergetic and SEQTA
- Working With Children Check for Victoria and National Police Record Check required



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## **Personal Requirements/Competencies**

- Experience in a school environment
- The ability to analyse, develop and implement solutions for issues raised by users
- Excellent interpersonal skills and personal presentation
- Capacity to accept a responsibility and accountability
- Be enthusiastic and self-motivated with excellent verbal and written communication skills
- Commitment to ongoing personal professional development
- Commitment to Catholic education

## **Final Statement**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.