



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

INFORMATION COMMUNICATION TECHNOLOGY MANAGER

Title	Information Communication Technology Manager
Classification	Full-time Ongoing Category A Remuneration commensurate with experience and qualifications
Report To	Principal
Direct Key Reports	The ICT Team consisting of: ICT Network and Systems Administrator ICT Systems Administrator ICT Client Services Officer
Conditions	Catholic Education Multi Enterprise Agreement 2022
Membership	Technology Advisory Group

Purpose of the Position

The Information Communication Technology Manager (ICT Manager) reports to the Principal and is responsible for the efficient and effective operation of the ICT Services Department, in alignment with the curriculum and administrative objectives of the College.

As a member of the College staff, the ICT Manager will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The ICT Manager will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

Responsibilities

The ICT Manager is responsible for the planning, design, and coordination of ICT-related activity within the College, as well as providing direction and support for the operational activities of the ICT Services Department, in working toward the establishment of a highly developed, responsive and reliable Digital Learning environment.

The ICT Manager will work in cooperation with relevant committees, working groups and positions of leadership to identify needs, recommend solutions, develop systems and processes, implement policy and projects, and support cost-effective technology solutions for all aspects of the College.

Key Contacts

- ICT Team
- Deputy Principal Learning & Teaching
- Director of Data Analytics & Digital Innovation
- Technology Advisory Group (TAG)
- College Executive Leadership Team
- Business Manager

Duties associated with this role include:

- Providing expert, strategic advice to the Principal, College Leadership and other key stakeholders on ICT matters, to inform and influence decisions and initiatives throughout the College
- Developing, communicating, implementing, and evaluating the College's ICT vision and strategic plan to facilitate the provision of reliable technology of the highest quality to support the broader strategic directions of the College
- Providing proactive leadership and strategic management to co-ordinate ICT resources, ensuring the timely and cost-effective provision of services
- Overseeing all aspects of digital information security, ensuring the integrity, availability, and security of information according to the requirements of the College
- Managing and maintaining a backup system that meets the requirements of the College
- Overseeing the scope of all ICT projects, including complex digital projects and appropriate upgrades, end-to-end, from proposal to completion
- Managing and evaluating partnerships, relationships, contracts, and service agreements with external providers who contribute to the College's ICT environment, such as vendors, consultants, service providers and similar agencies
- Managing the ICT Team to achieve effective and efficient service delivery and a responsive service desk operation
- Engendering a team spirit and culture of continuous improvement amongst the ICT Team and ensuring appropriate and timely response to the users' needs
- Ensuring efficient and effective operations of the ICT Team by developing and monitoring appropriate procurement processes, budgeting, and managing all aspects of ICT staffing including work processes and team development
- Initiating and evaluating the development of ICT guidelines, processes, and professional learning/training programs to support all staff across the College to meet our academic, pastoral and administrative goals.
- Developing, implementing, and evaluating ICT policies and procedures, including those for ICT architecture, security, disaster recovery, business continuity, standards, purchasing and service provision
- Managing the College's administrative databases and digital information systems to provide teaching and administrative staff with easy and insightful access to information in ways that enhance the effective running of the College, and high-quality electronic records management

- In partnership with other College Leadership Staff, overseeing the use of technology in classrooms, broader educational tasks, and the administrative functions of the College.

Other

- To work in cooperation with the Principal and College Executive Leadership Team in developing and unfolding the strategic direction for ICT at the College
- Set agreed Key Performance Objectives and Indicators for the work of the ICT Team, including regularly reporting the extent to which they have been met
- Prepare the annual ICT budget in cooperation with the Principal and Business Manager
- Other duties as required from time-to-time by the Principal.

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 Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

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

Criteria

Applicants to the position should be able to demonstrate:

Required Experience and Qualifications

- A degree-level tertiary qualification in Information Technology or related discipline
- Experience in a similar ICT Leadership role
- Previous experience within educational settings (desirable, but not essential)
- Proven ability to develop a professional network, including positive relationships with a broad range of stakeholders, both internally and externally
- Be an Australian citizen and resident of Australia
- Working with Children Check for Victoria and National Police Record Check required.

Personal Requirements/Competencies

- Professional attitude and dedication to deliver projects on-budget and on-time
- Sound problem solving skills and the ability to implement and manage change in a clear, logical way
- Ability to think strategically and in terms of systems, to collect, manage and interpret data for decision- making, and make sound judgements
- Excellent interpersonal skills, personal presentation and demonstrated capacity to effectively manage a team
- Capacity to accept responsibility and accountability
- Excellent verbal, non-verbal and written communication skills
- Commitment to ongoing personal professional development
- Commitment to Catholic education.