**Iona College Geelong**

**Role Description**

**IT Infrastructure and Support Manager**

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| **Context**Iona College Geelong is a Catholic Co-educational College located in Charlemont (15 minute drive from the Geelong CBD) which is part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast (10 minute drive from Torquay).The College has been founded under the Governance of the Archbishop of Melbourne who has delegated Canonical responsibilities.Iona College Geelong invites suitably qualified and experienced individuals looking for an exciting career challenge by being part of the College Staff, commencing immediately.Iona College Geelong has a long-term projected student enrolment of 1,500 students and has commenced in 2020 with 150 students in Year 7.Further information on the College can be found at: www.iona.vic.edu.au |
| **Position:** | **IT Infrastructure and Support Manager** |
| **Remuneration Scale:** | Education Support Officer – Category A (4 weeks annual leave) | To be negotiated with successful candidate. Expected to be level 3 |
| **Full Time Equivalent:** | 1.00 FTE | Hours – 8am to 4pm Monday to Friday |
| **Reports to:** | Principal through the Business Manager |
| **Position Summary-**The IT Infrastructure and Support Manager ensures that all facets of our IT and electronic environment, including user support, is utilised and supported to its. The main functions this manager will have responsibility for are – * Helpdesk / Audio Visual Support
* Network operations and maintenance
* Strategy planning and direction
* Managing ICT related tasks

**Statement of Duties –****Helpdesk / Audio Visual Support –** * Maintaining all College educational computing devices
* Provide support to the Daily Organiser with any IT related problems
* Liaising with third party insurance and warranty providers
* Assisting staff in the classroom
* Ensuring the ICT work area is safe, clean and OH&S compliant
* Engaging with students to resolve day to day issues

**Network operations and maintenance –** * Maintaining College network infrastructure
* Ensuring up to date security practises are implemented
* Monitor and maintaining College cloud environments
* Maintain and ensure college data is backed up and secure

**Strategy planning and direction –** * Develop reports and updates to key stakeholders about ICT progress and goals
* Collaborate with college staff & students to ensure a service focused environment
* Provide input to ICT related polices
* Research ICT education trends to keep up to date
* Provide advice through workshops and training to college members

**Managing ICT related tasks –** * Provide ICT updates to the Business Manager
* Oversee third party vendors to the College
* Ensure ICT purchases are communicated to the Business Manager
* Manage device roll outs to Students & Staff
* Manage licencing agreements with external vendor,

**Other –** * Some work may occur outside scheduled work hours. This time is to be taken as in lieu time
* the IT Infrastructure and Support Manager will, at times, be required to undertake other duties related to the role as directed by the Principal in consultation with the Business Manager

**Personal Attributes –*** Support of the Vision and Mission of Iona College Geelong as a Catholic College;
* Loyalty, trustworthiness, dependability and reliability;
* Given the nature of the establishment of a new College - flexibility, patience and resilience will be key personal attributes particularly in stressful situations;
* Compassion, objectivity and clarity when handling difficult situations;
* High-level collaboration skills and accepting accountability when making decisions;
* Ability to seek support and clarification including when handling sensitive situations and information;
* Enthusiasm about working with young people in an educational setting;
* Openness to learning in all situations;
* Ability to adapt skills over time;
* Engage in ongoing relevant professional development;
* the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information;
* the appropriate referrals to the Principal, Business Manager, Administration staff or other teaching or non-teaching staff when needed.

**Skills & Capabilities –** * Show the capacity to provide leadership that is characterised by a desire for continuous improvement;
* Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the establishment of a new College;
* The capacity to multi-task and pay close attention to detail in a timely and responsive manner;
* Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others;
* Willingness to undertake all roles associated with the management of the College with the knowledge that additional support will be provided as the College grows;
* Have the ability to work effectively as a team member;
* Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact
* Ability to work autonomously
* The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the student services of the College
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| **Background & Qualifications** | Experience in a dynamic IT environment (preferably education based) is essential.  |
| **Other Requirements** | Valid Working with Children Card. |
| **Contract and Conditions** | Employment: OngoingConditions: Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018 |
| **Timeline** | Advertising: 08/07/20-19/07/20 Applications Close: 19/07/20Shortlisting: 20/07/20-22/07/20Interviews: 24/07/20Appointment made: 27/07/20  |
| **Authorised by: Foundation Principal July 2020** |
| **Process**1. Submission of application letter (maximum two pages) outlining skills, which position(s) you are applying for, experience and reasons why you wish to join the staff of Iona College Geelong.
2. Submission of Resume including the name and contact details of three professional referees (including current Principal if currently working in education setting)\*
3. Applications must be emailed to: employment@iona.vic.edu.au

*\*Contact will not be made with any referee until after shortlisting and interviews have taken place* |