

Iona College Geelong

ICT Network and Systems Officer

The ICT Network & Systems Administrator primary role is to ensure the College's network infrastructure, cloud platforms and systems deliver a secure, reliable experience for our students, staff and College community across a fleet of more than 1,800 devices. The ICT Network & Systems Administrator will contribute their knowledge to the continued growth of digital technologies at the College, with a strong focus on cyber security, cloud services and the safe, compliant adoption of emerging technologies.

REMUNERATION SCALE:	Education Support- Category A: • 4 weeks of annual leave, flexible dates • Level 4 - \$93,881 to \$106,935 Or: Education Support- Category C: • 7 weeks of annual leave, fixed dates • Level 4 - \$90,269 to \$102,822
FULL TIME EQUIVALENT:	1.0 FTE 9:00am – 5:00pm
REPORTS TO:	ICT Manager

STATEMENT OF DUTIES	
Key Responsibilities	• Provide effective management of College infrastructure, including physical and virtual servers, Aruba wired and wireless networking (switches and access points). • Administer identity and access management through Microsoft Entra, including conditional access, multi-factor authentication, and identity lifecycle and governance. • Maintain FortiGate firewalls, including VPN, web filtering and security policies. • Monitor, investigate and respond to network security alerts, and maintain and implement security changes as threats emerge. • Administer Microsoft Purview to support information protection, data loss prevention, records retention and compliance reporting.

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	• Manage the College telephony environment (Microsoft Teams Phones), including provisioning, call flows, devices and user support. • Ensure adequate data protection and backup measures are in place and tested on a regular basis, including onsite & cloud data. • Maintain disaster recovery / high availability sites & services at the College. • Support the safe and compliant use of AI technologies across the College. • Assist, setup or operate devices that are classified as IoT / EoT • Maintain College Database services (Microsoft SQL) • Assist the ICT Manager with the Learning Management System and other College platforms and ensure database services are maintained. • Develop and maintain network and systems documentation. • Implement and monitor College infrastructure usage and provide regular reports to the ICT Manager. • Liaise with external stakeholders & vendors • Assist with helpdesk support, audio visual setup and provide classroom assistance & guidance when required. • Assist with ServiceDesk enquiries via in person, phone support or ticketing platform.
Professional Development	• Commitment to the ongoing professional development in your role. • Continue the development of ICT skills and technologies. • Participation in the Annual Review Meeting process. • Maintain professional competence and training. • Uphold professional standards expected of this role.
General	• Model and celebrate behaviours that reflect the values of Catholic Education and represent the College in a positive and professional manner. • Strive to achieve the College vision, mission, and goals. • Contribute to a culture that engenders transparency, responsibility, and accountability.

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	• Attend all relevant directed activities and staff meetings. • Attend whole school events as directed by the Principal. • Undertake other duties related to this role as directed by the Principal, Deputy Principals, or Business Manager.
Other	• Undertake other duties related to this role as directed • Due to the nature of the work, it will be expected some tasks will need to be completed outside normal business hours. This will be compensated as time in lieu. All work outside normal hours will be negotiated with the ICT Manager.
Key Relationships	Internally • Principal • Deputy Principals • Business Manager Externally • Vendors
Risk and Occupational Health and Safety	Staff at Iona College Geelong will: • Comply with legislated occupational health and safety practices and participate in consultative processes. • Observe safe work practices in accordance with training and instruction given. • Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk reoccurring (risks arising in the workplace may be financial, site, task or person specific or related to safety). • Promote and implement Occupational Health and Safety and risk mitigation processes within the College.

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QUALITIES AND CAPABILITIES	
Commitment to Catholic Education	• An understanding of the ethos of a Catholic school and its mission. • A commitment to Iona College Vision & Mission.
Commitment to Child Safety	• An understanding of child safety and appropriate behaviours when engaging with young people. • A willingness to obtain a Working with Children Check and National Police Record Check. • Be familiar with the legal obligations relating to child safety (mandatory reporting). • Demonstrate an understanding of Victoria's 11 Child Safety Standards.
Knowledge and Understandings	• A comprehensive understanding of the College's policies and procedures, particularly around Excursions, consent and illness/injury identification. • Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information.
Skills / Attributes	• Have a proven capacity to work independently. • Expertise in Active Directory & Entra environments. • Expertise in Intune. • The capacity to multi-task and pay close attention to detail in a timely and responsive manner. • The capacity to maintain professional relationships within the College community. • A service focus when assisting others • A positive mindset and is open to feedback and new ideas. • A team player who works well with others. • Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others. • Demonstrate a commitment to ongoing Professional Learning.

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	• Strong working knowledge of enterprise networking, firewalls and modern security tooling (Aruba, Fortigate and Darktrace) • Sound knowledge of the Microsoft 365 ecosystem, including Entra, Purview and Teams. • Foundational knowledge of AI compliance and governance frameworks and their practical application in a school environment. • Scripting skills (for example PowerShell, Python or working with APIs) to automate tasks and enhance College workflows are highly regarded but not essential. • Programming Knowledge in C#, JavaScript & or Typescript (Not essential)
Experience and Qualifications	• Relevant qualifications or certificates in the required field. • Experience operating enterprise network infrastructure
Other Requirements	• Valid Working with Children Check. • National Police Check. • Have Australian citizenship or permanent residency or hold a visa with appropriate working rights. • Comply with the Iona College Child Safety Commitment.

Contract & Conditions	Employment: Ongoing. Commencement Date: As soon as possible Entitlements under the Catholic Education Multi Employer Agreement 2022
Authorised by	Damian McKew
Date	24/08/2026

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