

**INFORMATION  
& COMMUNICATIONS  
TECHNOLOGY MANAGER**

*Faith Diligence Love*

**SUNCOAST**  
CHRISTIAN COLLEGE



## POSITION VACANT

The College is seeking an Information and Communications Technology (ICT) Manager to join our team. This is a permanent full time position working Monday to Friday from 8:00am – 4:06pm.

Suncoast Christian College is established as a ministry of Suncoast Christian Church, a member of International Network of Churches Australia. Situated on the beautiful Sunshine Coast, this well-established Pre-prep to Year 12 co-educational, Christian College of 930 students invites applications from suitably qualified passionate and dynamic applicants with who are supportive of the aims of Christian Education.

The successful applicant will be a committed Christian and be responsible for the operations and maintenance of the College's ICT network and computer resources; and works with the College Leadership Team in forward planning in accordance with the College Strategic Plan.

Applications are made by electronic submission. Applicants are to complete and submit the on-line Application for Employment form on the College website. The form enables applicants to attach covering letters and CV and other supporting documentation and then submit their application.

Completed applications must be submitted via the online system. Applications close on Wednesday 11 May 2022.

Queries about the position can be made to the Principal's Assistant, Mrs Minnie Ford, at [mford@suncoastcc.qld.edu.au](mailto:mford@suncoastcc.qld.edu.au). Receipt of your application will be acknowledged by email.

## THE SELECTION PROCESS

Short-listing will be undertaken by members of a selection panel. All applicants will be notified of the selection panels' decisions within two weeks of the closing date.

Only short-listed applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application.

Applicants may be required to give examples of how they would handle case scenario situations.

All applicants will be notified of the outcome of interviews and unsuccessful applicants may, at the discretion of the panel, obtain feedback on their application and interview by contacting the selection panel.

## GENERAL EMPLOYMENT CONDITIONS

Wages and conditions of employment will be in accordance with the relevant award and the Suncoast Christian College Collective Enterprise Agreement.

Payments are made directly to a bank/credit union account on a fortnightly basis. The College is a smoke and alcohol free environment. No smoking or alcohol consumption is permitted on campus or whilst operating any vehicle.

Policies and procedures are in place for College staff including those required by workplace laws. It is important that these policies and procedures are adhered to. The College is committed to a safe and healthy workplace and has various policy and procedure documents including a Workplace Health & Safety policy.

All new employees undergo an induction upon commencement of employment.

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Information and Communications Technology Manager
<b>EMPLOYMENT STATUS:</b>	Permanent Full-Time
<b>EMPLOYMENT INSTRUMENT/S:</b>	Suncoast Christian College Collective Enterprise Agreement 2021
<b>RATE:</b>	Level 7 Suncoast Christian College Collective Enterprise Agreement 2021; negotiable in accordance with depth of knowledge, experience and skills.
<b>DAYS:</b>	Monday to Friday (8:00am to 4:06pm)
<b>SECTION:</b>	Information & Communications Technology
<b>MAIN PURPOSE OF THE JOB:</b>	The Information Technology and Communications (ICT) Manager is responsible for the operations and maintenance of the College's ICT network and computer resources; and works with the College Leadership Team in forward planning in accordance with the College Strategic Plan. The ICT Manager is responsible to ensure that the IT platform is stable, reliable, secure and robust, and that it meets the educational technology and operational needs of the College.
<b>POSITION IN THE ORGANISATION:</b>	<i>(see Staff Responsibility Flow Chart)</i>
<b>DIRECTLY RESPONSIBLE TO:</b>	Business Manager
<b>KEY WORKING RELATIONSHIPS:</b>	Leadership Team and Staff of the Business Office, IT Team and Teachers

### JOB DESCRIPTION:

The ICT Manager is an enthusiastic, skilled innovator who leads the Information and Communication Technology (ICT) team as its manager. The ICT Manager is responsible for the operations and maintenance of the College's ICT network and computer resources and works with the College Leadership Team in forward planning in accordance with the College Strategic Plan.

The ICT Manager is responsible to ensure that the IT platform is stable, reliable, secure, and robust, and that it meets the educational technology and operational needs of the College. The ICT Manager also is responsible for the design, implementation and functioning of the computer network in the most effective and cost-efficient manner, and the implementation of network best practice policies across the organisation. ICT operations include responsibility for co-coordinating and managing College data, security systems, printing and telecommunications services.

The ICT Manager is accountable for the delivery of plans, strategies, projects, operations and services for Suncoast Christian College Information and Communication Technology. He/she is responsible for the 'end-to-end' ICT service delivery for the College. She/he is responsible for providing professional, efficient, effective and customer-focused systems and support to the College community.

Working with eLearning staff and the College Leadership Team, the ICT Manager develops clear specifications for ICT service requirements to support the College's eLearning and business strategies and liaises with external providers. The ability to manage projects and the network is essential.

### POSITION OBJECTIVES:

- Assist the College to provide the best available educational outcomes using ICT
- Provide strategic input into the overall management of the College ICT infrastructure and operations
- Lead the development and achievement of strategic goals for ICT
- Foster and promote a culture of commitment and accountability within the ICT staff
- Plan and oversee the College ICT operations with the emphasis on assisting all areas of the College to achieve goals
- Ensure that the College ICT services are delivered in accordance with best value principles

### QUALIFICATIONS AND EXPERTISE:

- Relevant tertiary qualifications in Information Technology and/or Information Management is desirable
- Experience with Microsoft operating systems in both a server and desktop environment
- Experience and understanding of Hyper-V technologies
- Experience with provision of applications and services over a wired and wireless Local-Area Network
- Demonstrated up-to-date training in areas clearly related to the position
- Experience and interest in policy formation and strategic development
- Experience with ICT security issues
- Experience with the management of an ICT Help Desk
- Knowledge of IP network architecture, security and management
- Experience in solving internal data and voice telecommunications networking issues
- Management skills

### KEY RESPONSIBILITIES:

The ICT Manager will provide strategic guidance, manage and provide direct ICT support as required for the following areas:

- College ICT Strategy
- Teaching & Learning
- Telecommunications
- Compliance
- Security
- Administration

### LEARNING:

- Overall management of the provision of devices for students and staff
- Ensure that ICT operations support appropriate innovation in the use of ICT in teaching and learning
- Ensure that the technical aspects of the College website, online services, portals and environments, including Office 365, are maintained and fully supported

### OPERATIONAL & FINANCIAL MANAGEMENT

- Ensure ICT operations are conducted within budgetary limits and service agreements as appropriate
- Utilise and exploit the potential of cloud managed services as appropriate with a view to minimising on-premises infrastructure
- Monitor ongoing financial viability of ICT operations, within budgetary constraints and the College strategic objectives including possible expansion to a senior school.
- Ensure funding opportunities are investigated and implemented
- Compliance with Workplace Health and Safety procedures and requirements
- Apply the principles of risk management including application to property, services, data, liability, and workplace health and safety

### POLICY & PLANNING:

- Demonstrate knowledge of assisted learning applications
- Provide advice to the Principal on relevant strategic ICT issues
- Ensure consultation in planning, development and evaluation of ICT operations
- Establish guidelines on data and file management & protocols
- Maintain links with professional groups and colleagues in other organisations to capitalise on opportunities, and to remain informed of current trends in ICT.

### COMMUNICATION:

- Effective relationships with all stakeholders – teachers, students, staff members, parents and members of the Suncoast Christian College community

### GENERIC WORK SKILLS & DISPOSITION:

#### a) Interpersonal Relationships

- Works effectively and co-operatively with other team members.
- Considers impact of own actions on other team members, students and parents.
- Is committed to behaviour that reflects the Fruits of the Spirit and in a manner that fosters a positive team approach.

#### b) Professionalism

- Attendance at meetings.
- Punctuality and adhering to timelines.
- Dress standard.
- Engagement and contribution.
- Adherence to code of conduct.

#### c) Analysis & Problem Solving

- Breaks information into component parts, patterns and relationships whilst maintaining a sense of big picture and purpose.
- Seeks further information or a greater understanding of a situation.
- Uses logical and rational judgement and criteria.
- Approach is underpinned by Christian worldview.
- Thinks and works ethically and wisely.



### d) **Communication**

- Confidently represents self and the College.
- Effective in verbal, written, and electronic communication within and outside the College.
- Adjusts style to suit the person and the scenario.

### e) **Forward Thinking & Planning**

- Anticipates tasks, situations and future events taking into account the College calendar, colleagues and others.
- Manages time effectively.
- Anticipates implications due to changed circumstances.

### f) **Responsibility & Accountability**

- Demonstrates initiative.
- Responds positively to accountability and direction.
- Is accountable for their decisions and individual outcomes.

### g) **Adaptability**

- Adopts a flexible approach to new or changing situations.
- Is open to suggestions for doing things differently.
- Encourages others to embrace new ways of doing things.

### h) **Decisiveness**

- Prepared to make decisions.
- Makes timely decisions.
- Commits to a definite course of action.
- Decisions and actions taken are appropriate to the situation.

### i) **Productivity**

- Has processes to achieve required outcomes.
- Maintains quality at all times.
- Uses assigned resources to achieve desired objectives.

## **WORK HEALTH & SAFETY:**

- a) promote a positive safety culture in the College;
- b) support the Principal in the establishment of a WHS Management System and in the carrying out of various roles and responsibilities in WHS;
- c) assist with the integration of the WHS Management System with other management functions of the College;
- d) comply with the College's WHS policy, safe work procedures, instructions and rules;
- e) identify any unsafe behaviour, or unsafe or unhealthy conditions and report these to the Head of Secondary;
- f) adopt risk management strategies to minimise risk of injury to people and property in the workplace;

- g) be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by acts or omissions at work;
- h) cooperate with the Principal or other person so far as is necessary to enable compliance with any requirements under the *Work Health and Safety Act 2011* and the regulations that are imposed in the interests of health, safety and welfare of the College or any other person;
- i) attend WHS education and training opportunities, as provided and apply learning;
- j) report or make such recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods;
- k) ensure own work areas are tidy and safe; and
- l) specific WHS roles and responsibilities include:
  - perform duties in a safe and responsible manner;
  - comply with reasonable instructions from the Deputy Principal to carry out a safe work procedure;
  - wear supplied personal protection equipment;
  - be familiar with the safety data sheets (SDS) for any chemicals used and abide by the directions therein, particularly for use and storage;
  - seek approval from the Deputy Principal prior to the purchasing of chemicals/equipment;
  - do not bring unapproved chemicals on site; and
  - cooperate in the annual WHS auditing process.

### OTHER TERMS & CONDITIONS OF POSITION:

- a) **Confidentiality** - The College's affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities and you must undertake to preserve this confidentiality at all times whether or not employed by the College.
- b) **Personal Development** - You shall undertake such in-service training or other professional development seen as necessary by the College to maintain high standards and shall participate in the College's performance review program and bring to the attention of the Deputy Principal any needs for personal professional development.
- c) **Inherent Requirements** - You are required to acknowledge that it is an inherent requirement of the position to conform with the doctrines, tenets, beliefs or teachings of Christianity as espoused and interpreted by the College.
- d) **Working Hours** – Your working hours are according to the above days and times. The College may require you to work for reasonable periods out of hours in relation to extracurricular activities. Time off in lieu in exchange for these periods is to be taken within six months of the activities.
- e) The terms of the **Suncoast Christian College Enterprise Agreement (EA)** apply to your employment.
- f) The College retains the **right to re-allocate or change your duties** as the need arises.



**SUNCOAST**  
CHRISTIAN COLLEGE



[www.suncoastcc.qld.edu.au](http://www.suncoastcc.qld.edu.au)

T. 07 5451 3600  
F. 07 5442 2212

E. [info@suncoastcc.qld.edu.au](mailto:info@suncoastcc.qld.edu.au)  
A. Cnr Schubert & Kiel Mtn Road, Woombye Q 4559 | PO Box 5254, Sunshine Coast MW Q 4560

