



Resource and Information Communication Technology (ICT) Officer Mindarie Senior College

Position number	00044951
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Mindarie Senior College is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Record, maintain and process resources and equipment on information management systems and registers.
- Assist in resource and equipment stock-takes and reporting, and undertake processes for disposal of obsolete, surplus or unserviceable resources and equipment.
- Manage the loan pool of ICT resources and equipment.
- Manage resource and equipment storage room to ensure effective allocation of space.
- Prepare resources and equipment for collection.
- Extract data from systems and provide information to senior officers.
- Assist in preparation and monitoring of the budget and purchasing of resources.
- Assist in maintaining Information Technology systems and equipment through the school, including password updates, reimaging laptops and setting up accounts.
- Assist with installation and upgrading of technology.
- Provide training, advice and support to staff and students on desktop and software applications.

Selection criteria

1. Demonstrated good verbal, written and interpersonal communication skills and experience in the application of customer service principles and practices.
2. Demonstrated good computer skills and ability to use a range of information management systems and application software packages including databases, spreadsheets and word processing.

3. Demonstrated good conceptual and analytical skills, including ability to develop innovative solutions to problems.
4. Demonstrated initiative and good organisational skills with the ability to prioritise work and work with minimum supervision.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the department's induction program within 3 months of commencement
- complete any training specific to this role required by departmental policy
- complete the department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 23 July 2024
Reference D24/0536455