

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
<b>Group:</b> <b>Schools</b>  <b>Directorate:</b> <b>Education Regions</b>  <b>Branch:</b> <b>School</b>	<b>Effective Date of Document</b> 4 December 2014

<b>THIS POSITION</b>
<b>Title:</b> <b>Network Administrator</b>
<b>Classification:</b> <b>Level 4</b>
<b>Position No:</b> <b>Generic</b>
<b>Positions under direct responsibility:</b> <b>NIL</b>

<b>REPORTING RELATIONSHIPS</b>	
<b>TITLE:</b>	Principal
<b>LEVEL</b>	Various
<b>POSITION NUMBER</b>	Various
<b>TITLE</b>	Business Manager/Registrar
<b>LEVEL</b>	Various
<b>POSITION NUMBER</b>	Various
<b>This position and the positions of:</b>	
<b>Title</b>	Various

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Network Administrator	Level 4	Generic	4 December 2014

## CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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## ROLE

The Network Administrator:

- maintains the school network and provides network administration throughout the school, including user access, changing privileges and password maintenance
- ensures that software licensing and Information Technology (IT) copyright obligations and other regulations are protected and any breaches are reported and corrected
- administers risk management and contingency planning systems, including the performance of data security, system backup and disaster recovery
- provides advice on technical issues associated with the network administration
- liaises with the Department's IT Support to resolve hardware, software and network related issues
- provides input on system enhancements and implements new systems through research and identification of appropriate IT resources
- assists in the customisation and adaptation of existing programs to meet users' requirements, including installing and downloading software
- provides training to administration staff in facilities and applications, including personal tuition and self-help instructions
- liaises with administrative and technical staff to determine needs and network requirements
- checks systems in order to optimise performance and to initiate recovery action after system failures
- establishes and undertakes regular housekeeping procedures, including data backup and distribution and retention of data on various storage devices
- analyses IT problems and develops and implements solutions
- coordinates system updates including the replacement of outdated software versions.

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## **OUTCOMES**

1. Effective and efficient administration and operation of the school network to maximise educational and administrative outcomes.
2. Network administration is provided within the school including email and web-based services and the addition and removal of users from the network.
3. Risk management strategies are implemented and maintained, including the administration and reporting of software licensing and IT copyright obligations and regulations.
4. Effective advice on technical issues associated with the administration of the network is provided to all users.
5. Consultation and liaison is undertaken with users to determine needs and facilitate access to network applications.
6. Working relationships are established with external software and hardware suppliers to assist in the effective resolution of any network administration issues.
7. Effective training is provided to users to support the implementation of IT that is consistent with the school or region plan.
8. Knowledge of appropriate hardware, software and other IT resources is maintained to effectively administer the network.

## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated skills and experience in administering a computer network and facilitating access to applications.
2. Demonstrated knowledge of hardware, software and other information technology resources including software licensing and Information Technology copyright obligations and regulations.
3. Demonstrated organisational skills with the ability to work with limited supervision and prioritise duties in a demanding environment.
4. Demonstrated conceptual and analytical skills relevant to computer support.
5. Demonstrated well-developed verbal communication and interpersonal skills with the ability to consult and negotiate with users on issues relevant to network administration.
6. Demonstrated well-developed written communication skills with the ability to develop and implement user-training procedures.

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## **ELIGIBILITY**

Applicants are expected to possess a degree level tertiary qualification in a relevant discipline.

### **Employees will be required to:**

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

## **TRAINING**

### **Employees will be required to:**

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

## **CERTIFICATION**

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

## **ENDORSED**

**DATE 04/12/2014**  
**TRIM REF # D14/0516246**