Network Administrator
Schools

Position number	Generic
Agreement	[Public Sector CSA General Agreement 2019](#) (or as replaced)
Classification	Level 4
Reports to	Manager Corporate Services (Various)
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information, please visit [education.wa.edu.au](#)

Key responsibilities

- Maintain the school network and provides network administration throughout the school, including user access, changing privileges and password maintenance.
- Ensure software licensing and Information Technology (IT) copyright obligations and other regulations are protected and any breaches are reported and corrected.
- Administer risk management and contingency planning systems, including the performance of data security, system backup and disaster recovery.
- Provide advice on technical issues associated with the network administration.
- Liaise with the Department's IT Support to resolve hardware, software and network related issues.
- Provide input on system enhancements and implements new systems through research and identification of appropriate IT resources.
- Assist in the customisation and adaptation of existing programs to meet users' requirements, including installing and downloading software.
- Provide training to administration staff in facilities and applications, including personal tuition and self-help instructions.

- Liaise with administrative and technical staff to determine needs and network requirements.
- Check systems in order to optimise performance and to initiate recovery action after system failures.

- Establish and undertake regular housekeeping procedures, including data backup and distribution and retention of data on various storage devices.
- Analyse IT problems and develops and implements solutions.
- Coordinate system updates including the replacement of outdated software versions.
- Working relationships are established with external software and hardware suppliers to assist in the effective resolution of any network administration issues.

Selection criteria

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. **Eligibility and training requirements**

Employees will be required to:

- hold relevant tertiary qualifications in a related discipline and/or an equivalent level of skills, knowledge and experience
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date   20 August 2019 Reference
         D19/0371167

2