

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

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| Public Sector Management Act 1994 | Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced | |
| Group: | Schools | Effective Date of Document 25 January 2017 |
| Region: | North Metropolitan Education Region | |
| School: | Churchlands Senior High School | |

THIS POSITION

Title: Manager Technology and Communications

Classification: Level 5

Position No: 00000427

Positions under direct responsibility:

| Title: | Classification: | Position No: | No of FTE's Controlled: |
|--------------------------------|------------------------|---------------------|--------------------------------|
| Information Technology Officer | Level 3 | 00027764 | 1.0 |
| Information Technology Officer | Level 2 | 00023170 | 2.0 |

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: School Administrator Level 6
POSITION NUMBER: 00000418

TITLE: Manager Corporate Services
LEVEL: Level 6
POSITION NUMBER: 00030559

This position and the positions of:

| Title | Level | Position Number |
|--------------|--------------|------------------------|
| Various | | |

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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, care and equity are valued.

Further information about Churchlands Senior High School is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school name in the *Find a School* field.

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ROLE

The Manager Technology and Communications:

- designs, plans, implements and manages the school's ICT network and other ICT infrastructure
- administers risk management and contingency planning for data security, system backup and disaster recovery systems
- administers the school's ICT network, software licensing requirements and IT copyright obligations in accordance with legislation and reports and corrects any breaches
- provides advice on technical issues associated with network administration
- liaises with the Principal, Corporate Services Manager and ICT Committee on ICT matters
- manages ICT services staff and prioritises and allocates ICT support
- manages the ICT services cost centre, including budgeting, purchasing and reporting
- manages ICT assets and resources, including hardware refresh cycles and disposals, software subscriptions and Service Level Agreements
- manages information systems integral to teaching and learning and the school administration
- develops and maintains documentation relating to network design and configuration, policies and procedures
- liaises with teaching and administrative staff to determine network requirements
- researches and identifies the technologies (hardware and software) needed to provide solutions and researches and makes recommendations regarding emerging technologies in education
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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OUTCOMES

1. Effective consultancy, advice and information is provided in the development and management of the school's ICT operations to ensure achievement of the school's ICT strategic objectives.
2. Effective policies and procedures are developed, implemented, monitored and reviewed in relation to the delivery of ICT services to the school, including risk and change management strategies.
3. School resources and equipment are recorded and tracked, including bi-annual stocktake of ICT equipment.
4. Effective management of the school ICT staff is provided.
5. Effective working relationships are developed and maintained with internal and external stakeholders, including business relationships with ICT product and service providers.
6. Effective advice and training on technical issues and the implementation of technology is provided to all network users at the school in order to maximise educational outcomes.
7. The technical knowledge base of ICT resources within the school is developed and maintained.
8. High level input is provided to school-based and regional committees and workgroups to ensure the school's ICT objectives and targets are met.
9. Accrued leave of staff is managed effectively.
10. Performance management and development is delivered effectively.

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 strategic ICT planning skills and the ability to formulate recommendations consistent with business plans and priorities.
2. Demonstrated well developed conceptual, analytical and problem solving skills relevant to technical support, including the ability to manage conflicting priorities and demands whilst maintaining customer service principles and practices.
3. Demonstrated substantial experience in managing ICT networks and projects, including strategic risk mitigation and change management.
4. Demonstrated knowledge of software licensing and IT copyright obligations and regulations.
5. Demonstrated well developed written, verbal and interpersonal communication skills, including the ability to lead a team, establish collaborative working relationships and work independently.

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ELIGIBILITY

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 Accountable 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 25 January 2017
TRIM REF # D17/0031736