



## Manager Technology and Communications

Joseph Banks Secondary College

<b>Position number</b>	00044973
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Technical Support Officer x2 (Level 2)

### Context

Information about Joseph Banks Secondary College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Design, plan, implement and manage the college's and feeder schools Information and Communication Technology (ICT) network and other ICT infrastructure.
- Develop, implement, monitor and review ICT and security policies and procedures.
- Administer risk management and contingency planning for data security, system backup and disaster recovery systems.
- Administer the college and feeder school's ICT network, software licensing and Information Technology (IT) copyright obligations and other regulations are protected and any breaches are reported and corrected.
- Provide advice on technical issues associated with the network administration.
- Liaise with the Manager Corporate Services, ICT Committee and central office on ICT matters.
- Manage ICT services staff and prioritises ICT support, including staff rosters.
- Manage ICT services cost centres, including budgeting, purchasing, and reporting.
- Manages ICT assets, hardware refresh cycles and disposals, software subscriptions and Service Level Agreements.
- Manage information systems integral to teaching and learning, and college administration.
- Develop and maintain documentation relating to network design and configuration, policies and procedures.
- Liaise with teaching and administrative staff to determine network requirements.

- Identify, research and analyse emerging technologies in education and make recommendations for appropriate hardware and software.
- Manage college security, including system alarm codes, keys and closed circuit television systems.
- Develop and maintain effective working relationships with internal and external stakeholders, including business relationships with ICT product and service providers.
- Provide high level input to school-based and regional committees and workgroups to ensure ICT objectives and targets are met.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

### **Selection criteria**

1. Demonstrated skills and experience in the administration of IT infrastructure and services, including servers, storage and local area networks.
2. Demonstrated knowledge and experience in the development and application of IT Service Management processes.
3. Demonstrated well developed analytical and problem-solving skills relevant to the operational maintenance of IT networks.
4. Demonstrated well developed oral, written and interpersonal communication skills, including the ability to liaise on issues relevant of the operation of the networks and establish and maintain collaborative working relationships within a team environment.
5. Demonstrated well developed capacity to manage people and projects within available resources to achieve expected outcomes.

### **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            26 July 2024  
Reference    D24/0549247