

Senior Network and Security Administrator

Carine Senior High School

Position number	00047067
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 5
Reports to	Manager, Technology and Communications (Level 6)
Direct reports	Network Support Officer (Level 3)

Context

Information about Carine Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Assist in management of the operation and maintenance of data centre facilities, servers, storage and networking infrastructure, including the installation and maintenance of operating systems, applications and databases.
- Process backup, recovery and testing of critical business applications and data in accordance with the Information Technology (IT) Service Continuity plan.
- Manage the addition, modification or removal of IT infrastructure assets and documentation, and ensure changes are recorded, assessed, prioritised, planned, tested, implemented and documented.
- Analyse Information and Communication Technology (ICT) infrastructure to identify and remediate associated risks to the school's business operations.
- Define and maintain accurate configuration records of ICT infrastructure assets and services.
- In collaboration with the Manager, Technology and Communications, design, review and improve network infrastructure and services to meet service security, capacity, availability and continuity requirements.
- Contribute to the development of ICT and Security policy, plans, processes, standards, guidelines and tools that assure the security of school information.
- Assist in leading and coordinating the projects and activities of the ICT committee and project teams.
- Provide high level information, advice and support to stakeholders in the effective use of IT services.

- Provide professional learning and training to teaching and school support staff.
- Establish and maintain effective working relationships with internal and external stakeholders to ensure an appropriate level of awareness exists in the progress of ICT projects and problem resolutions.
- Liaise with external service providers to ensure appropriate access to provided services.
- 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 21 February 2025
Reference D25/0206515