



INFORMATION AND COMMUNICATION TECHNOLOGY : LEADER OF INNOVATION AND IMPLEMENTATION

FULL TIME POSITION

5 YEAR CONTRACT

APPLICATIONS CLOSE 1 OCTOBER 2021

We are seeking an enthusiastic, talented Information Communication and Technology professional with the ability to effectively and proactively lead the ICT Department to support teaching and learning across the College.

Technology is an essential component in the learning process and administrative support at St Vincent's College and the ICT systems and infrastructure needs to be robust, dependable and seamless in supporting the learning process.

The Leader of Innovation and Implementation needs to have an appreciation of the role of innovation and creative approaches in developing and maintaining a constantly changing education environment. They need to both inspire and lead the ICT Team as well as work effectively with the Head of e-Learning and the Director of Education Administration.

The College has a laptop program for students in Years 7 to 12 and staff and there are over 1000 devices and components to our IT network within the College. Whilst largely a Mac device learning environment, the Leader of Innovation and Implementation must be competent in both Mac and PC devices.

St Vincent's College utilises a Google Learning environment and the Leader of Innovation and Implementation needs to lead the technology to support this environment, as well as work closely with the Head of e-Learning to realise the full potential of this environment for the St Vincent's College community.

The Leader of Innovation and Implementation is directly responsible for the end-to-end delivery of all ICT systems as well as a strong service delivery culture to students, parents and staff.

The Leader of Innovation and Implementation is accountable for the delivery of plans, strategies, projects, operations and services for St Vincent's College Information and Communication Technology and is responsible to the Principal and will work collaboratively with her senior delegates.

Responsibilities of the role include (but are not limited to) :

Responsibility for the College's ICT strategy, including its review, articulation and execution

Identifying emerging technologies and helping to determine applicability to the College's long-term needs and goals

Consulting widely to establish and report on goals and priorities that align with the College's Strategic and Operational plans

Effectively and efficiently managing the College's ICT environment to ensure reliable, robust and secure provision of ICT services to all users

Maintaining strong and effective engagement with all stakeholders in the delivery of ICT services

Delivering all ICT services in accordance with industry accepted quality service standards, policies and procedures

Ensuring that ICT services are regarded by the education sector as best practice and delivered in a quality systems environment

Ensuring that the College ICT systems are supported, maintained and enhanced in order to meet the requirements of the College

Developing, implementing and maintaining appropriate Project Management methodology for the delivery of ICT projects and services

Managing the ICT budget and the asset management system

Providing strong leadership, support and development of the ICT Team

We are looking for someone who :

Will actively support the ethos of Catholic education

Possesses relevant qualifications and experience in management in a school environment

Has experience with Microsoft and Apple operating systems in a server, laptop and desktop environment

Experience in supporting a Google learning environment and LMS for learning (experience in the use of Edumate would be an advantage)

Has highly developed time management skills with the capacity to plan, organise and meet changing priorities and objectives

Possesses strong financial management skills

Possesses strong project management skills

Has experience and an understanding of VMware and SIS technologies

Is experienced with provision of applications and services over a wired and wireless Local-Area Network

Possesses demonstrated experience in personnel management, budget preparation and maintenance of administrative and financial controls

Is experienced in policy formation and strategic development

Possesses strong knowledge of database management systems and business intelligence applications

Possesses experience with the management of an ICT Help Desk and asset management systems

Possesses knowledge of IP network architecture, security and management, together with Voice over IP telecommunications solutions

Is experienced in solving internal data and voice telecommunications networking issues

Has a commitment to ongoing professional learning

Will support the co-curricular and pastoral care programs of the College

PROCESS FOR APPLICATION :

All applications to be addressed to the Principal

Emailed to prncipalspa@stvincents.nsw.edu.au

Include Employment Application form from the website

Names and contact details of three referees

Include all relevant qualifications