

HOLY CROSS COLLEGE APPLICATION PACKAGE

IT Manager



IT Manager

Holy Cross College is a Catholic co-educational Pre-kindergarten to Year 12 College located in Ellenbrook. The College opened in 2010 and now has an enrolment of over 1200 students. The College continues to grow with enrolments expected to exceed 1600 students.

The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College Website.

Position:	IT Manager
Conditions:	Full Time Ongoing
Salary:	As per the Administrative and Technical Officers Salary Scale and dependent on qualifications and experience of the successful applicant.
Commencement Date:	Commencement Date Negotiable

Persons appointed to this position will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the LIFE Curriculum as articulated in the Role Description of Support Staff at Holy Cross College.
- Have completed or be willing to undertake and maintain Accreditation to Work in a Catholic School.
- Have a current Working with Children Card.
- Hold or be willing to maintain a senior first aid qualification.
- Hold a current National Police History Check as issued by the Department of Education Western Australia.

Applications close: Friday 16 January 2024 at 12:00pm

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at employment@holycross.wa.edu.au

Role Description

IT Manager

Holy Cross College offers a Catholic education from Pre-kindergarten – Year Twelve. The Vision of the College is to be 'a community of transformation in the Spirit of the Risen Christ' and in striving for this we are inspired by our College Patron, Saint Oscar Romero. The College is committed to providing a holistic curriculum in all areas of the LIFE Pillars (Learning, Inter-relationship, Faith and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged and progressing.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use of digital technology to redefine learning. The College is also recognised as an Apple Distinguished School. The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College website.

Accountability and Collaboration

This position will provide support to all College staff and the Senior Leadership Team. The IT Manager will be responsible to the Assistant Deputy Principal Digital Architecture. The IT Manager will be responsible for the strategic and operational management of the College's ICT assets and infrastructure. They will work collaboratively on a day to day basis with all members of the College Staff.

Key Duties

- Information Planning: In consultation with the Assistant Deputy Principal (Digital Architecture), Develop, implement and maintain the College's ICT Plan.
- Disaster Recovery (DR) Plan: In liaison with IT Dynamics, oversee, implement, maintain and improve as required the Colleges DR Plan.
- Learning Technology: Advise and oversee the management of the College's educational learning technologies for both staff and students.
- Cyber security: Oversee the College's IT risk and compliance, policies and procedures, security and data management, disaster recovery and business continuity requirements.
- Budget: In consultation with the Business Manager, prepare, manage and monitor a recurrent and capital expenditure budget cost-effectively according to the College's ICT requirements.
- Governance: Oversee the protection of ICT assets and the integrity, security and privacy of information. Ensure ICT system operation adheres to applicable laws and regulations.
- Asset Management: In consultation with the Business Manager, plan, manage and maintain the College's ICT Assets.
- Manage all the College's licensing requirements (infrastructure, hardware and software).
- People: Oversee, manage and maintain an appropriate ICT organisational structure that supports the needs of the College. Provide management that fosters a cooperative, collaborative and safe working environment. Supervise and develop IT staff.
- Procurement: In consultation with the Business Manager, oversee all procurement of assets

including contracts and tenders.

- Infrastructure: assist all College stakeholders with appropriate support for the systems they utilise. Provide technical expertise to fellow members of the IT Team and College staff.
- Provide technical leadership and expertise concerning Apple products and the management of Apple products.
- Provide guidance on the latest cyber security threats.
- Budget: Identify opportunities for the appropriate and cost-effective investment of financial resources in ICT systems, including sourcing, purchasing and in-house development in liaison with the Business Manager and Assistant Deputy Principal (Digital Architecture).
- Manage the College's CCTV infrastructure.
- Review hardware and software acquisition and maintenance agreements.
- Governance: Investigate, as directed, user transgression of ICT resources. Provide reports requested by the Principal or Assistant Deputy Principal (Digital Architecture) on resource usage by users.
- Any other duties as required by the College Principal or Senior Leadership Team.

Skills and Experience

- Previous experience in a school IT department would be highly regarded.
- Experience with Apple devices.
- Strong understanding of Mobile Device Management platforms (Jamf School preferred).
- Proficiency in the Microsoft 365 suite.
- AV setup and troubleshooting experience.
- Basic understanding of enterprise networking principles.
- Familiarity with enterprise printing systems.
- Strong customer service and problem-solving skills.
- Excellent communication and prioritization abilities.

Learning

Support Staff at Holy Cross College will:

- Keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training and be prepared to implement the same.
- Complete Accreditation to Work in a Catholic School in the required time.
- Maintain ongoing renewal of Accreditation to Work in a Catholic School.
- Support staff, students and parents with access to and use of College resources.
- Respect and support the learning and development of staff in all areas of the College.
- Focus on innovating and introducing new ideas to the College through a synthesis of practical ideas amongst staff.
- Maintain a high level of ICT skills.
- Maintain Senior First Aid qualification.

Inter-relationships

Support Staff at Holy Cross College will:

- Actively engage in the pastoral care of students.
- Interact with staff, students and families in a way that is both professional and pastoral.
- Have a welcoming manner and excellent interpersonal skills.
- Relate to young people in an appropriate manner.
- Remain approachable and treat each family/case with respect by listening to and supporting the needs of others whilst keeping the best interest of all parties in mind.
- Treat all information as confidential.
- Maintain high expectations of service, choices and manners through example.
- Be well-groomed, well-spoken and familiar with protocol and etiquette.
- Work as part of a team and be flexible with work arrangements.
- Use initiative in carrying out duties.

Faith

Support Staff at Holy Cross College will:

- Demonstrate a commitment to the objectives and ethos of Catholic Education.
- Actively witness to Gospel values in the performance of all areas of duty.
- Proclaim the Gospel value of the dignity of each person in relationships with students, parents, staff and others related to the College.
- Have an understanding of the Catholic ethos and give witness to the Catholic faith to our students.
- Live and act in a way that respects the beliefs and practices of a Catholic community.
- Lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds.
- Participate actively in the sacramental, liturgical and prayer life of the College.
- Promote and support strong and meaningful connection with St Helena's Parish.

Enrichment

Support Staff at Holy Cross College will:

- Recognise ongoing change in the relevant industry outside of the College through self development in contemporary practice and technological developments.
- Actively engage in personal, spiritual and professional learning.
- Be willing to positively share time, energy and talents in support of the ongoing life of the College.
- Abide by all College Policies and Procedures.

Maintain relevant qualifications:

- Accreditation to Work in a Catholic School.
- Maintain a valid Working With Children Card.
- Undertake a Department of Education Crimtrac National Police Clearance.
- Maintain a Senior First Aid Certificate.