



Position Description

Position Title	ICT Manager
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Augustine's, College
Location	<i>Kyabram</i>
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Category A
Remuneration	TBC (Annual rem excluding superannuation)
FTE	1.0
Status	Ongoing
Reports to	Business Manager/Principal

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Augustine's College is a co-educational Catholic college proudly providing student-centred learning experiences from Foundation to Year 12.

St Augustine's College has a proud tradition of providing Catholic education to students from the Kyabram district and beyond.

At our college the sense of community and partnership with families is key to the learning success and wellbeing of our students. As a college we embrace our Catholic identity and witness this daily in words, symbols, and actions.

Position Summary

The ICT Manager is responsible for the effective management of the schools ICT Department and infrastructure.

The ICT Manager will work in collaboration with the ICT team, College Leadership, Staff and Students to develop, enhance and implement new digital technologies across the school and curriculum, whilst maintaining and stewarding existing networks and infrastructure.

All members of staff are expected to support the school's Catholic ethos, traditions and practices, and apply these to their work at all times.

Key Responsibilities

Operational	<ul style="list-style-type: none">● Management of College IT infrastructure and networks● Manage stock/asset documentation & software licenses● Manage budgets in consultation with Business Manager and appropriate College leaders.● Monitor the quality and effectiveness of the delivery of digital technologies● Manage and support the network environment, including wireless networks● Manage servers both physical and virtual● Manage the phone system and security network● Knowledge of Data Cabling
Relational	<ul style="list-style-type: none">● Model high expectations and aspirations for ICT Staff and encourage learning opportunities and future growth● Plan and coordinate opportunities for professional learning and staff engagement regarding digital technologies● Promote parental understanding and engagement with digital technologies

	<ul style="list-style-type: none"> ● Excellent interpersonal and communication skills and ability to work effectively in a team environment
Strategic	<ul style="list-style-type: none"> ● Formulate, document and manage the implementation of the IT strategic plan ● Lead the development, implementation and monitoring of new digital technologies ● Forecasting digital storage needs ● Planning for the needs of IT & data for new and existing buildings
Child Safety and Pastoral Wellbeing	<ul style="list-style-type: none"> ● Be familiar with and comply with the school's child-safe policy and code of conduct and any other policies or procedures relating to child safety ● Assist in the provision of a child-safe environment for students ● Demonstrate duty of care to students in relation to their physical and mental wellbeing ● Proactively support student wellbeing ● Exercise pastoral care in a manner which reflex school values
Professional Development	<ul style="list-style-type: none"> ● Commit to ongoing professional development in your area of work ● Be open to researching areas of interest relevant to directions provided in the school's strategic plan
General	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures ● Maintain currency of mandatory reporting training ● Demonstrate duty of care to students in relation to the physical and mental wellbeing ● Attend all relevant school meetings and appropriate after school events, as required ● Demonstrate professional and collegiate relationships with colleagues

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either Policy Connect and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Minimum Diploma in Information Technology or Computer Science or other relevant field • Current or willing to obtain Working With Childrens Check and National Criminal History Check • First Aid Certificate HLTAID004 - desirable
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst

	<p>Commitment to Child Safety</p>	<ul style="list-style-type: none"> ● Be familiar with and comply with the school’s child-safe policy and code of conduct, and other policies or procedures relating to child safety ● Assist in the provision of a child-safe environment for all students ● Demonstrate duty of care to students in relation to their physical and mental wellbeing ● Understanding of and commitment to Child Safe Standards
	<p>Skills and Attributes</p>	<ul style="list-style-type: none"> ● Demonstrated experience working within the ICT field, preferably within an educational setting ● Excellent oral and written communication skills, including ability to communicate with children, parents and the school community ● Ability to collaborate ● Ability to prioritise ● High level organisational and relational skills ● Ability to demonstrate an understanding of appropriate behaviours when engaging with students