



## POSITION DESCRIPTION

<b>POSITION</b>	<b>SYSTEMS AND DATA MANAGER</b>	
<b>SCHOOL / DEPARTMENT:</b>	<b>INFORMATION TECHNOLOGY (IT) SERVICES</b>	
<b>POSITION REPORTS TO:</b>	<b>HEAD OF IT AND INNOVATION</b>	
<b>POSITION PURPOSE:</b>	Reporting to the Head of IT and Innovation, the Systems and Data Manager assists with the management and support of the IT Services function of the School, to enable the provision of secure and reliable IT systems that optimises the use data and application development to meet the evolving needs of technology use within the School. The role has specific strategic and management responsibilities for projects, implementation and enhancements of systems, including the upskilling of staff as led by the Head of IT and Innovation.	
<b>MAIN PEOPLE INTERACTIONS:</b>	<b>INTERNAL</b> IT Team Executive Team Teaching, Boarding, and Business Colleagues	<b>EXTERNAL</b> Students Parents/Guardians Providers/Suppliers Professional Networks

### ABOUT GREAT SOUTHERN GRAMMAR

**Our School:** Great Southern Grammar is a vibrant independent Christian co-educational day and boarding school for students from Pre-Kindergarten to Year Twelve.

**Our Values:** Respect | Integrity | Courage | Compassion

**Our Vision:** **Create YOUR impact.**

All Great Southern Grammar graduates are beacons of light in the world, having a position, lasting impact in their communities for the common good.

**Our Mission:** Passion | Purpose | Joy

We are a forward-looking school called to ignite **passion**, shape **purpose** and cultivate **joy**. All students experience success and become to know their important place in the world.



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KEY AREA	RESPONSIBILITIES AND TASKS
<b>ACTIVELY SUPPORT SCHOOL OPERATIONS</b>	<ul style="list-style-type: none"><li>• Comply with all relevant legislative, regulatory obligations, school codes, policies and procedures;</li><li>• Complete administrative and operational activities in alignment with school's requirements;</li><li>• Contribute to the development of professional capability across the organisation;</li><li>• and</li><li>• Be willing to undertake appropriate tasks as requested by the Principal or their delegate.</li></ul>
<b>MANAGEMENT OF IT OPERATIONAL ACTIVITIES</b>	<ul style="list-style-type: none"><li>• Design project scopes, deliverables and implementation plans for systems, network and data strategic priorities;</li><li>• Manage day to day operations of IT systems;</li><li>• Provide high level advice and technical direction to the Head of IT and Innovation and or Principal on systems matters;</li><li>• Implement robust redundancy and disaster recovery measures to ensure continuous availability of technical resources;</li><li>• Manage, maintain and enhance technical standards and procedures to uphold system integrity and operational reliability across the school;</li><li>• Collaborate with team members and departments to understand system goals and functional requirements, contributing to the development of strategic IT initiatives;</li><li>• Actively contribute to a high functioning IT team and mentor Technical Services Staff, fostering professional growth and ensure proficiency in technical skills and best practices;</li><li>• Conduct monthly analysis of hosted platform usage and generate budget reports as required by the Director of Technology and Innovation;</li><li>• Document system processes and procedures comprehensively and ensure documentation remains current, facilitating knowledge transfer and operational continuity;</li><li>• Create detailed diagrams of network and system architecture to effectively visualise and communicate technical infrastructure configurations and dependencies;</li><li>• Develop end of lifecycle and asset management schedules in consultation with the Head of IT and Innovation and Business Manager;</li><li>• Undertake operational IT activities as required by the Head of IT and Innovation.</li></ul>
<b>PROVIDE EFFECTIVE SYSTEMS SUPPORT</b>	<ul style="list-style-type: none"><li>• Provide escalated technical support to key staff and users and troubleshoot, ensuring quick resolution of any problems related to the tools and systems deployed;</li><li>• Analyse system requirements and ensure secure integration with current applications;</li><li>• Keep IT Services staff informed of projects, maintenance tasks, and system outages to allow for effective communication and mitigation of technical issues; and</li></ul>



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	<ul style="list-style-type: none"> <li>Collaborate closely with other teams and vendors to understand technical problems or requirements and resolve critical issues and ensure seamless service delivery.</li> </ul>
<b>FACILITATE SYSTEMS DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Manage the installation and maintenance of school systems and networks;</li> <li>Develop and maintain scripts and in-house applications, as well as web tools, to automate workflows, thereby improving operational efficiency and reliability;</li> <li>Maintain school automation platforms associated with various systems and application automation tasks;</li> <li>Maintain user access control measures through appropriate identity management platforms ensuring accuracy of data and security of systems.</li> </ul>
<b>FACILITATE DATA ANALYTICS DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Lead the development and management of data projects in consultation with the Head of IT and Innovation;</li> <li>Maintain school database and data analytics assets to ensure efficient and reliable functioning of connected systems and processes;</li> <li>Collaborate with colleagues and external providers to ensure data solutions meet the diverse needs of the school across academic and business operations;</li> <li>Make recommendations and support the development of new and innovative data-based initiatives.</li> </ul>
<b>SUPPORT RISK AND COMPLIANCE ACTIVITIES</b>	<ul style="list-style-type: none"> <li>Manage the development of risk governance strategy in consultation with the Head of IT and Innovation;</li> <li>Manage auditing, reviewing, developing, and implementing IT policies and procedures, and ensure compliance with relevant laws and regulations at the direction of the Head of IT and Innovation;</li> <li>Manage the protection of IT assets, and maintain the integrity, security and privacy of information, in compliance with relevant legislation and regulations;</li> <li>Monitor and manage security of the school's network and information systems, and investigate breaches (or attempted) of IT systems or policies;</li> <li>Manage IT operational systems and ensure adherence to applicable laws and regulations at the direction of the Head of IT and Innovation; and</li> <li>Promote and undertake safe work practices.</li> </ul>
<b>UNDERTAKE EFFECTIVE COMMUNICATION</b>	<ul style="list-style-type: none"> <li>Communicate effectively and accurately with all relevant internal and external stakeholders regarding the school's IT resources and processes;</li> <li>Actively participate in department and in-house meetings and forums; and</li> <li>Contribute accurate and timely content to the School's various publications, as required.</li> </ul>
<b>DEVELOP AND MAINTAIN EFFECTIVE RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>Develop and maintain effective professional relationships with internal and external stakeholders;</li> <li>Liaise with, guide, and support the school community to ensure the effectiveness of the school's IT resources and processes; and</li> <li>Foster trusting and supportive relationships with internal stakeholders.</li> </ul>
<b>PROVIDE EXCELLENT CUSTOMER SERVICE</b>	<ul style="list-style-type: none"> <li>Promote a positive environment, and attend to queries in a professional and courteous manner;</li> <li>Respond to verbal and written requests promptly and effectively; and</li> <li>Maintain a strong customer service focus in all interactions with parents/guardians, staff and students.</li> </ul>



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PERSON CRITERIA:	
<b>QUALIFICATIONS:</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Relevant tertiary or Industry related qualifications;</li><li>• Working with Children Check clearance;</li><li>• Satisfactory National Police History Check;</li><li>• Valid First Aid Certificate;</li><li>• Hold appropriate Australian work rights;</li><li>• Maintain the currency of specific expertise through a commitment to ongoing professional development.</li></ul>
<b>KNOWLEDGE AND EXPERIENCE:</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Demonstrated experience in a similar role, ideally within a school environment;</li><li>• Advanced knowledge of Microsoft server technologies;</li><li>• Demonstrated experience in the Microsoft Azure platform such as virtual machines, resource groups and networking;</li><li>• Demonstrated experience and advanced knowledge in Microsoft PowerShell and the Power Platform to support business automation processes;</li><li>• Advanced knowledge of networking, firewall and routing technologies;</li><li>• Demonstrated advanced knowledge in SQL to support business centric ELT methodologies;</li><li>• Experience in maintaining and providing support with information and learning management systems and databases;</li><li>• Experience in hardware virtualisation technologies such as Microsoft Hyper-V;</li><li>• Experience in coordinating IT optimisation and continuous improvement initiatives;</li><li>• Knowledge of safe work practices.</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Experience maintaining and developing for data analytics platforms, specifically Microsoft Fabric and Power BI;</li><li>• Demonstrated experiencing in maintaining internal intranet platforms such as Microsoft SharePoint;</li><li>• Experience in Application Containerisation such as Docker or Microsoft Containers;</li><li>• Experience managing and extending large-scale data processing engines;</li><li>• General understanding and experience in pySpark notebooks;</li><li>• Experience in administering identity management systems;</li><li>• Prior experience supervising a team; and</li><li>• Mandatory Reporting training</li></ul>
<b>SKILLS AND ABILITIES:</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Strong skills, enabling harmonious and positive relationships with colleagues, students, and parents/guardians;</li><li>• Strong desire to review and improve on existing technologies, processes and systems to maintain current industry standards and recommendations;</li><li>• Strong written and verbal communications skills;</li><li>• Strong time management and organisational skills;</li><li>• Demonstrated ability to work autonomously and as part of a team;</li><li>• Sound problem solving and critical thinking abilities; and</li><li>• Sound negotiation skills.</li></ul>



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### Instructions

1. Read the Position Description carefully.
2. If you need anything clarified, ask your Line Manager.
3. Keep a copy available for you to refer to at work.

Please note: As the needs of the School evolve, your Position Description may need to be revised. This would occur in collaboration between you and the Line Manager.