



ICT Systems and Network Administrator

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ-centred Community, has fundamentally at the heart of its spirituality the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the college and promotes and enhances student wellbeing in a personal, social, physical, emotional, cognitive, and spiritual way.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal-opportunity employer.

The Position

The ICT Systems & Network Administrator is a member of the ICT Services Team. As a member of the ICT Services Team, you will assist and support the ICT Operations Manager to ensure that there is appropriate governance, risk mitigation and technologies to support the Teaching and Learning, Wellbeing and Operational objectives of Emmaus College.

The ICT Systems and Network Administrator reports to the Director of Technology and Strategic Projects under the leadership of the ICT Operation Manager. They will keep the Principal appropriately informed about matters within their roles and responsibilities when required.

Key Responsibilities and Duties

The Assistant ICT Operations Manager will assume responsibility for the smooth operation of the School ICT and AV facilities by

- thinking strategically and using initiative when issues arise to maintain the integrity of the College technology and AV systems
- Managing the maintenance of network and data security, backup and disaster recovery plan

of the College networks

- facilitating the development of systems that provide the infrastructure to enable the smooth flow and delivery of information across academic, administration, student records, timetabling and financial administration
- contributing to policies regarding the acceptable use of facilities by students and staff and supervising the implementation of strategies designed to minimise network misuse
- managing the interface between parents and the school with respect to ICT issues

The ICT Systems and Network Administrator will assume responsibility for the smooth operation of the School ICT and AV facilities by

- working with the ICT Operations Manager in designing and implementing network and infrastructure solutions
- diagnosing and resolving issues related to equipment, infrastructure and networks.
- maintaining best practices and policies to ensure effective provision of all infrastructure, data, email, communication, firewall, security and storage systems
- effectively configure, manage, test and maintain data backups and recovery
- ensure patches and upgrades are applied and kept up to date
- provide technical leadership, support and mentoring to the junior members of the team.
- work on projects as required by the College.
- switching and Wireless administration
- configure and manage Firewall and Filtering solutions and rules
- assist in the management of Active Directory Services
- provide Level 2 and Level 3 support
- configure and manage servers, both physical and virtual
- configure and manage college IaaS, PaaS and SaaS cloud services
- assist with Level 1 Help Desk support where required
- work closely with vendors associated with your key responsibilities
- other duties as required by the Principal

As a member of the ICT Service Team

- work effectively both independently and as a part of a team
- take a positive approach to problems - both big and small
- implement and enforce IT security standards across the College
- adhere to all relevant college policies, guidelines and legislation including health and safety
- be flexible in hours of operation to attend to scheduled outages for patches, upgrades and project works
- be flexible in hours of operation to attend to unexpected outages
- maintain all IT-related procedural documentation
- have in-depth knowledge of common applications and systems in use across the College
- ensure courteous, timely, and effective resolution of end-user issues
- ensure that through self-study and professional learning opportunities, that knowledge is both relevant and current with technology, innovation and industry standards
- occasionally present and report key information around projects to staff/teams such as the ICT Committee.

Accountability

The ICT Systems and Network Administrator is accountable to the Principal through the Director of Technology and Strategic Projects. For the implementation of Child Safe Standards, this position is

accountable to the Deputy Principal Students. The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Director of Technology and Strategic Projects.

The ICT Systems and Network Administrator is responsible for Occupational Health & Safety Responsibilities including:

- co-operating with others in relation to actions taken by the College to comply with Occupational Health and Safety legislation.
- reporting hazards and incidents.
- participating in relevant training and induction sessions.
- taking reasonable care for yourself and your colleagues' health and safety.

This duty statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.

Committee Involvement

The ICT Systems and Network Administrator will occasionally be required at the Computer Committee and other Committee involvement as required by the Principal

Experience and Qualifications

- Bachelor of Computer Science or a related technical field or equivalent experience
- at least 3 years of professional System and Network Administration
- strong communication skills to explain complex solutions in a simple manner to end-users; humble; customer-focused mindset
- curious with a passion for IT technology
- knowledge of PowerShell and Bash scripting
- able to apply a disciplined and analytical approach to problem solving
- knowledge and experience configuring and managing LANs, WANs & Wireless Technologies
- knowledge and experience managing ICT Security (Antivirus and Firewalls)
- knowledge and experience working with Windows Server, Linux, cloud service providers, Microsoft 365, G Suite, Active Directory, DHCP & DNS, Storage Systems and VMware.

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

Professional Review

This role description is intended as a framework for review.

This role description will be developed further to utilize the individual strengths and initiatives of the person appointed to the position in negotiation with the Principal.