

## *Director of ICT Role Description*

### Position Summary

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>    | Director of ICT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Reports To:</b>        | Campus Principal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Position Summary:</b>  | The <b>Director of ICT</b> provides strategic and operational leadership for all aspects of information and communication technology within the school. This technology includes all areas of hardware such as computers, network infra-structure, phone, copier/printers, AV, security cameras etc and all software required to run the school. This role ensures the effective alignment of digital strategy with educational and organisational goals, driving innovation in teaching, learning, and administration. The Director oversees ICT infrastructure, budgeting, policy development, and risk management while maintaining high standards of service delivery and system reliability. The Director fosters collaboration, leads ICT projects from planning through to implementation, and develops staff capability to support a culture of continuous improvement, innovation, and customer-focused service across the School community. |
| <b>Latest Revision:</b>   | October 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Key Relationships:</b> | Campus Principals<br>CFO<br>IT Staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## Key Accountabilities

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                    |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Application of Christian Faith</b> | <ul style="list-style-type: none"><li>• Lead staff Bible-based devotions according to the established roster.</li><li>• Apply Bible-based decision-making that aligns with the school's Christian ethos, promoting a Christ-centred approach in all professional and ethical responsibilities.</li><li>• Actively support the school's Christian Mission, Vision, and Values through professional practice, communication, and relationships.</li><li>• Serve as a positive Christian role model in speech, behaviour, and lifestyle, reflecting the teachings of Jesus Christ.</li></ul> | <b>Success Measures</b><br><br>Decisions and actions aligned with Christian ethos. |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Operational and Strategic ICT leadership</b> | <ul style="list-style-type: none"> <li>• Provide visionary leadership for the School's ICT direction, aligning digital strategy with educational and operational priorities.</li> <li>• Collaborate with the Senior Leadership Team to drive innovation and integrate technology that enhances teaching, learning, and administration.</li> <li>• Foster a culture of continuous improvement and future-focused ICT practice across the School community.</li> </ul> | <p>ICT strategic plan is implemented and reviewed annually, showing measurable improvement in digital outcomes.</p> <p>Evidence of technology-driven initiatives that support school-wide innovation and teaching excellence.</p> <p>Positive staff and student feedback on ICT leadership and vision through biennial surveys.</p> |
| <b>Financial Management</b>                     | <ul style="list-style-type: none"> <li>• Develop and manage ICT budgets to align with strategic priorities and ensure effective use of resources.</li> <li>• Oversee financial accountability for ICT operations, ensuring expenditure aligns with approved budgets.</li> <li>• Implement cost-effective strategies for ICT infrastructure, procurement, and asset lifecycle management.</li> </ul>                                                                  | <p>Annual ICT budget delivered within 5% variance of approved limits.</p> <p>Transparent reporting on ICT expenditure presented quarterly to leadership.</p> <p>Demonstrated savings or efficiencies achieved through strategic procurement and asset management.</p>                                                               |
| <b>ICT Direction, Policy and Procedure</b>      | <ul style="list-style-type: none"> <li>• Develop and maintain ICT policies and governance frameworks that ensure compliance, security, and reliability.</li> <li>• Establish and review procedures to optimise ICT performance, data integrity, and user experience.</li> <li>• Manage ICT risk through proactive planning for security, business continuity, and system resilience.</li> </ul>                                                                      | <p>ICT policies are current, accessible, and compliant with regulatory and school governance standards.</p> <p>System uptime and reliability maintained above 95%.</p> <p>Annual ICT risk audit completed with identified risks mitigated within agreed timeframes.</p>                                                             |

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                  |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Management</b>                  | <ul style="list-style-type: none"> <li>• Lead the planning, resourcing, and implementation of ICT projects that advance School strategy and performance.</li> <li>• Ensure projects are delivered on time, within scope, and within budget through effective oversight and evaluation.</li> <li>• Engage stakeholders in project planning and communication to achieve successful outcomes.</li> </ul>         | <p>90% of ICT projects completed on time and within budget.</p> <p>Stakeholder satisfaction with project outcomes rated above 85% in post-project evaluations.</p> <p>Documented project reviews demonstrate achievement of objectives and continuous improvement.</p>           |
| <b>Customer Service</b>                    | <ul style="list-style-type: none"> <li>• Champion a customer-focused culture within the ICT team that prioritises responsiveness and user satisfaction.</li> <li>• Maintain strong relationships with staff and students to ensure ICT solutions meet evolving needs.</li> <li>• Oversee effective helpdesk operations that deliver professional, timely, and supportive service.</li> </ul>                   | <p>ICT helpdesk response and resolution times meet established service level agreements (SLAs).</p> <p>Annual user satisfaction ratings above 85% for ICT support and communication.</p> <p>Documented improvements to ICT services based on staff feedback and system data.</p> |
| <b>Interpersonal and People Management</b> | <ul style="list-style-type: none"> <li>• Provide leadership, coaching, and clear expectations for ICT staff to align their performance with School goals.</li> <li>• Build a collaborative and positive team culture that values initiative, accountability, and service.</li> <li>• Represent the ICT function effectively across the School through clear communication and partnership-building.</li> </ul> | <p>Annual staff performance reviews demonstrate growth and goal achievement.</p> <p>ICT team engagement scores show consistent improvement year-on-year.</p> <p>Strong cross-departmental collaboration evidenced through project participation and feedback.</p>                |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                      |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Professional Development</b> | <ul style="list-style-type: none"> <li>• Lead professional learning in emerging technologies and best practices to build capability within the ICT team and wider staff.</li> <li>• Identify and implement development pathways for ICT personnel aligned with strategic goals.</li> <li>• Promote a learning culture that encourages innovation, growth, and continuous improvement in technology use.</li> </ul> | <p>ICT staff complete agreed annual professional learning plans.</p> <p>Increased teacher participation in ICT professional development sessions.</p> <p>Measurable improvements in digital literacy and innovation across the School community.</p> |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Organisation Chart

|                  |
|------------------|
| Campus Principal |
| Director of ICT  |
| IT Team          |

## Selection Criteria

### Essentials

**Christian Faith:** Active Christian faith and regular attendance at a Christian Church.

**Alignment with school ethos:** Demonstrated commitment to the vision, mission and values of WCCS including the Statement of Faith.

**Qualifications:** Qualifications in Information Technology, Educational Technology, Management, or related disciplines.

**Leadership & Strategy:** Demonstrated ability to lead the strategic direction and operational management of ICT services in a complex educational or organisational environment.

**Technical Expertise:** Advanced knowledge of ICT systems, networks, cybersecurity, cloud services, and emerging technologies relevant to modern education.

**Project Management:** Proven experience in planning, implementing, and evaluating ICT projects that align with organisational goals and deliver measurable outcomes.

**Financial Management:** Demonstrated capacity to develop and manage ICT budgets, optimise resources, and ensure cost-effective service delivery.

**Policy & Compliance:** Strong understanding of ICT governance, data privacy, cybersecurity, and compliance requirements within an Australian educational context.

**Customer Service Orientation:** Commitment to providing high-quality ICT support and developing responsive, user-focused service systems.

**Team Leadership:** Demonstrated ability to lead, motivate, and develop ICT staff, fostering collaboration, accountability, and professional growth.

**Communication Skills:** Excellent interpersonal and communication skills, with the ability to build constructive relationships and translate technical concepts for non-technical audiences.

### Desirables

**Education Sector Experience:** Experience in ICT leadership within a K–12 school or tertiary education setting.

**Innovation & Change Leadership:** Demonstrated success in leading digital transformation initiatives that enhance teaching, learning, and organisational efficiency.

**Vendor & Contract Management:** Experience managing ICT vendors, service contracts, and external partnerships for optimal service delivery.

Signed by employee: \_\_\_\_\_

Date: \_\_\_\_\_