Position Description

Position:	ICT Manager
Appointed by:	The Principal
Responsible to:	The Business Manager
Location:	Multi Campus (based at Garnsey Campus, Sale)

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar, responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, Staff and Student Professional Behaviours policy and procedures and Reporting and Responding to and Reporting Child Safety Incidents or Concerns Policies and Procedures), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.

- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the School Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

The ICT Manager is responsible for managing all ICT systems and hardware at Gippsland Grammar.

The ICT Manager will lead, coach and direct the IT Team. They support the work of the Head of Digital Learning and the staff responsible for eSafety and student support. They oversee the IT budget and provide monthly reports to the Business Manager.

This position will collaborate directly with School Leadership Team members and decision-makers in faculties and departments to identify, recommend, develop, implement, and support cost-effective IT solutions for all aspects of the School. The position will also document and be responsible for implementing the School's IT Strategy.

Organisational Relationships

Reports to:	Business Manager Principal And then ultimately to the Board
Direct Reports:	IT Services Technicians IT Support Desk Technician AV Technician
Internal Relationships:	Students Student families Leadership Team Administration Staff Facilities Team All Gippsland Grammar staff
Committees:	ICT Steering Committee

Requirements, Duties and Responsibilities:

IT Strategy & Planning
- Lead the Schools, IT strategy and operational planning to achieve School goals by fostering innovation and prioritising IT initiatives.
- Chair and oversee the Schools IT Steering Committee.
- Establish IT departmental goals, objectives, and operating procedures.
- Collaborate with the Head of Digital Learning to develop and drive the School's approach to e-Learning.
- Advocate for the School's IT vision via regular written and in-person communications with the School's leadership, management and end users.
- Develop and maintain an appropriate IT organisational structure that supports the needs of the School, determining the balance between internal and external service provision.
- Identify opportunities and develop associated business cases and risk assessments for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development.
- Keep current with trends and issues in the IT industry, with specific reference to the education sector, including current technologies and prices, advising and educating school leaders and managers as appropriate.
- Collaborate with key School leaders in developing and implementing staff training plans for applying School IT applications within role requirements.

People and Relationship Management

- Provide leadership, vision and management to the IT team to deliver value-adding IT services.
- Manage recruitment, development, retention, and performance of IT staff in accordance with School's HR policies and budgetary objectives.
- Develop and maintain internal relationships and teamwork.
- Develop and maintain strategic external relationships, including with peer schools and sector and government agencies.
- Consult with academic leaders, administrative managers, and other key stakeholders on the implementation of new systems, equipment, facilities and processes.

- Acquisition & Deployment of IT Infrastructure and Solutions
- Coordinate the evaluation, deployment, and management of current and future IT systems across the School, including AV in classrooms.
- Define and communicate School plans, policies, and standards for acquiring, implementing, and operating IT systems.
- Review hardware and software acquisition and maintenance contracts, pursue master agreements to capitalise on economies of scale and ensure that related Registers for acquisitions are updated.
- Promote and oversee strategic relationships between internal IT resources and external entities, including vendors and partner organisations.
- Detailed cybersecurity awareness and management of appropriate solutions.

Operational ICT Management

- Ensure continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT systems performance.
- Establish lines of control for current and proposed information systems.
- Ensure IT system operation adheres to applicable laws and regulations.
- Ensure IT risks are managed in accordance with the School's Risk Management framework, including security, reliability and the development and execution of Backup and Disaster Recovery Plans within the context of the School's Business Continuity Plan and broader Governance framework.
- Develop, track, control and report on the information technology annual operating and capital budgets.

Program and Project Management

- Drive the implementation and delivery of a program of IT Solutions upgrades as agreed.
- Approve, prioritise, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major information systems.
- Coordinate and facilitate consultation with stakeholders to define business and systems requirements for new technology implementations.
- Apply effective project and change management processes to ensure a quality return on investment in major projects, including problem reporting and management, quality assurance, change control, project/system documentation, and back-up recovery procedures.

Overall School leadership

- Contribute to effective overall School leadership and management as a member of the broader leadership team by:
    - contributing to developing and achieving strategic School improvement priorities
    - ensuring that the overall strategic direction of the School is supported through IT actions
    - modelling and promoting behaviours and conduct expected of staff and students
    - and leading and managing change in line with the School's strategic direction and priorities.

Other Responsibilities

- Undertake other responsibilities, projects or activities as directed by the Principal
- Respond to critical IT incidents outside of office hours, including on-site incidents
- Work flexible hours to service the School's various activities, which will include occasional evening and weekend work
- Full-time with 6 weeks' annual leave, to be taken around the key work patterns of the IT department

Child Safety
Staff are responsible for supporting the safety and well-being of the School's students as follows:

a. Behave as a positive role model to students, including through words, conduct and actions.
b. Actively promote the safety, welfare and wellbeing of students.

c. Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which support students to achieve their personal best, and considers individual learning and behavioural needs.
d. Act consistently (both in person and in the online environment) with the School's student safety and wellbeing policies and procedures.
e. Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
f. Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
g. Provide age-appropriate supervision for students.
h. Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
i. Knowledge, understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 –**Implementing The Child Safe Standards – Managing The Risk Of Child Abuse In Schools And School Boarding Premises** Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
j. Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
k. Comply with all aspects of the School's Child Protection Program, including the School's Student Protection and Safety Policy and all associated policies and procedures.
l. Willingness, understanding and ability to report student safety concerns in line with the School's policies and procedures and applicable mandatory reporting requirements.
m. Complete annual School compliance training, including all student safety modules

Key Selection Criteria

Key Selection Criteria: Qualifications, Skills and Experience

- Significant experience with the delivery of successful IT systems design and development in a medium to large organisation, from business requirements analysis through to day-to-day management
- Degree or post-graduate qualifications in computer science, information systems or business administration
- Demonstrated experience in program and project management
- Proven experience in strategic planning
- Demonstrated success in applying IT to solving business problems and/or improving business outcomes
- Demonstrated effectiveness as a leader and people manager
- Excellent written and oral communication skills
- Superior analytical, evaluative, and problem-solving abilities
- Ability to set and manage priorities judiciously
- In-depth knowledge of laws and regulations applicable to IT
- Good understanding of the characteristics, features, and integration capabilities of computer systems
- Significant experience successfully managing and/or directing a comparable IT operation

Skills and Attributes
- Ability to demonstrate and authentically promote Gippsland Grammar's values.
- Ability to maintain confidentiality to the highest level.
- Ability to actively adhere to and promote the School's Student Protection and Safety Policies and Procedures
- Ability to collaborate, engage and inspire others in a positive manner.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, including the ability to display compassion, patience and flexibility.
- Excellent proofing skills, with a high level of attention to detail and accuracy.
- A proven ability to work effectively, constructively and collaboratively within a team.
- Be highly motivated with the ability to display initiative.
- Well-developed organisational skills, including the ability to manage own workload and meet deadlines.
- Demonstrated ability to manage and monitor budgets
- Proactive interest in innovative and emerging strategies and technologies

- A commitment to professional and lifelong learning.
- Ability to navigate and apply sound reasoning to complex and diverse issues.
- Be highly motivated, with a growth mindset.

Accountability
- Undertake work and duties under limited direction and with integrity.
- Work to timeframes and within relevant delegations of authority.
- Actively engage in reflective practice and a culture of continuous learning and development.
- Participate in supervision with your responsible manager and actively lead your own professional development in line with the organisational objectives and those set with your manager.
- The Principal is available for guidance and advice.

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar: compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices, policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Student Protection and Safety Policy (a copy of which is available on the School's website).

Gippsland Grammar is a student-safe environment. Every student has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's student safe practices, as outlined in the Student Protection Program policies on the School's website.

All prospective employees will be informed about the School's child safety and wellbeing practices, including the Student Protection Staff Code of Conduct and Staff and Student Professional Boundaries Policies and Procedures.

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.