



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Director of ICT
REPORTS TO: Director of Business and Finance
LOCATION: Keilor East Campus

PURPOSE

The Director of ICT provides strategic and operational leadership of the School's technology environment. The role is responsible for the governance, security, reliability and continuous improvement of ICT infrastructure, enterprise systems, digital platforms, data, service delivery and technology risk, ensuring that staff, students and families are effectively supported. The Director works collaboratively with the Deputy Principal, Director of Business and Finance, Heads of Section, Digital Learning Coordinator, Digital Learning Coach and Teachers, and the ICT Managed Services provider (MSP) staff to enable approved digital initiatives that support the School's educational and operational priorities.

SCHOOL OVERVIEW

Penleith and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of almost 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with learning diversity and inclusion needs and encourages every student to thrive in the classroom and beyond.

SCHOOL VALUES: REACH

RESPECT: We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

EXCELLENCE: In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

ACCOUNTABILITY: We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

CURIOSITY: We learn and grow through questioning, exploring, and deepening understanding, stimulating wonder and innovation. We value intellectual engagement and lifelong learning.

HEART: We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

POSITION CONTEXT

Reporting to the Director of Business and Finance, the Director of ICT is accountable for the development and delivery of the School's ICT strategy and technology roadmap. The role identifies and evaluates systems, platforms and emerging technologies that may improve organisational effectiveness, service delivery and the achievement of the School's strategic priorities. Recommendations must take account of educational and operational requirements, technical feasibility, cybersecurity, privacy, child safety, supportability, integration, cost and long-term sustainability.

As a member of the leadership team, the Director of ICT oversees the governance of the School's ICT environment and develops the policies, procedures and frameworks required to maintain secure, reliable, compliant and fit-for-purpose technology services. The Director provides advice to School leaders on technology capability, risk, investment and implementation, and ensures that ICT initiatives align with the School's Strategic Plan.

The Director of ICT supports technology-enabled improvement across the School but does not hold responsibility for curriculum design, pedagogy, teaching practice or teacher professional learning. These responsibilities remain with the Deputy Principal, Heads of Section and other designated educational leaders. Digital Learning Coordinator and Digital Learning Coach and Teachers identify needs and lead improvement in classroom practice within their sections; the Director of ICT provides

advice on technical feasibility, security, risk, architecture, cost, implementation and ongoing support.

The Director of ICT is expected to support the school's aims, policies and procedures and the philosophy of a school associated with the Uniting Church.

Direct Reports

The Digital Learning Coordinator, Digital Learning Coach and Teachers, and the ICT Managed Services provider (MSP) staff directly report to the Director of ICT.

JOB GUIDELINES

The following list of responsibilities is not exhaustive, nor in order of priority, but is indicative of the range and nature of the role.

ICT Leadership

- Provide strategic leadership and governance of ICT systems, services, frameworks and processes, including oversight of the prioritisation, approval, implementation and review of technology projects.
- Develop, implement and annually review the ICT Strategy and rolling technology roadmap in consultation with the Principal, Director of Business and Finance, Deputy Principal, relevant educational and operational leaders, and the School's Managed Service Provider (MSP). Ensure the strategy aligns with the School's strategic priorities and identifies future infrastructure, systems, cybersecurity, data, service and investment requirements.
- Oversee ICT operations, infrastructure, enterprise systems, digital platforms, devices and support services, ensuring they are secure, reliable, integrated, scalable and fit for purpose across all campuses.
- Monitor and analyse service delivery to inform and guide strategic direction of ICT within the school. This includes assessing performance metrics and feedback to ensure continuous improvement.
- Continually review and improve current processes, systems, tools and the overall operation of the IT department to enhance productivity and effectiveness. This includes regularly assessing existing practices and implementing improvements where necessary.
- Develop and maintain ICT policies, standards and procedures governing acceptable use, access, security, privacy, data management, systems administration, technology procurement and the safe operation of the School's digital environment.
- Lead ICT business continuity, disaster recovery and technology resilience planning, including maintaining documented recovery arrangements, defined escalation pathways and regular testing of critical systems, backups and restoration processes.
- Lead the School's cybersecurity strategy and improvement roadmap, using appropriate recognised frameworks to assess maturity, prioritise controls and report on progress.

- Maintain the ICT Risk Register and coordinate regular cybersecurity assessments, vulnerability reviews, security testing and remediation activities.
- Lead the School's ICT response to cyber incidents and major technology disruptions, ensuring effective containment, escalation, communication, recovery, documentation and post-incident review.
- Maintain current knowledge of developments in technology, cybersecurity, data, artificial intelligence and school ICT services, and provide evidence-based advice to the Principal, Deputy Principal, Director of Business and Finance and other relevant leaders on their implications for PEGS.
- Attend Heads of Section meetings as required to provide advice and updates on ICT services, risks, projects and proposed initiatives, and to understand emerging educational and operational requirements.
- Develop and oversee ICT maintenance, monitoring and lifecycle schedules, and identify technical training or change-support requirements associated with the implementation of School systems and platforms.
- Ensure ICT systems and digital environments support the School's child safety obligations through appropriate platform configuration, access controls, monitoring, filtering, security settings, records management and escalation arrangements. Decisions concerning curriculum, student behaviour, digital citizenship education and pedagogical practice remain with the relevant educational leaders.
- Work collaboratively with the Deputy Principal, Heads of Section and (Digital Learning Coordinator to support approved technology-enabled improvements. Educational leaders will determine the pedagogical purpose and desired educational outcomes; the Director of ICT will advise on technical feasibility, architecture, cybersecurity, privacy, child safety, cost, procurement, implementation and ongoing support.
- Establish a consistent ICT project governance framework incorporating project proposals, business cases, prioritisation, defined accountabilities, risk assessment, implementation planning, change management and post-implementation review.
- Maintain oversight of the School's technology architecture and application portfolio, ensuring that proposed systems are appropriately integrated, supportable, secure and aligned with the ICT Strategy.
- Provide strategic leadership for cybersecurity, safeguarding school systems and data through effective risk management, governance and incident response in line with regulatory and school obligations.

Data Governance and Enterprise Systems

- Lead the development and implementation of the School's data governance framework in consultation with relevant data owners and School leaders.
- Establish standards for data quality, integrity, classification, access, retention, privacy and security across the School's core systems.

- Oversee the reliability, integration and lifecycle management of enterprise systems and digital platforms.
- Ensure system integrations include appropriate controls, documentation, audit trails, testing and error management.
- Oversee the technical architecture supporting reporting, dashboards and business intelligence, ensuring that authorised users have access to reliable and appropriately governed information.
- Clarify and document responsibilities for data ownership, system ownership, administration and approval of access.

Emerging Technologies and Innovation

- Monitor developments in technology and advise School leaders on emerging technologies, trends and opportunities that may support the School's strategic, operational and educational objectives.
- Evaluate new technologies for suitability, considering factors including educational and operational benefit, cybersecurity, privacy, child safety, cost, sustainability, vendor support, integration requirements and organisational readiness.
- Develop and maintain governance processes for the assessment, approval, implementation and ongoing review of emerging technologies used within the School.
- Provide advice to the Principal, Director of Business and Finance, Deputy Principal and other School leaders regarding opportunities, risks and resource implications associated with emerging technologies.
- Support the implementation of approved technologies by establishing appropriate technical architectures, security controls, support arrangements, documentation and change-management processes.
- Maintain awareness of developments across the education, technology and cybersecurity sectors to ensure the School remains well positioned to make informed and future-focused technology decisions.
- Work collaboratively with educational leaders, operational leaders and Digital Learning Coaches and Teachers to assess and support innovative approaches that align with the School's strategic priorities, recognising that responsibility for curriculum, pedagogy and professional learning remains with educational leaders.

Staff Leadership

- Conduct formal service-review meetings with MSP at least monthly, monitoring performance against contractual obligations, service levels and key performance indicators, and ensuring that risks, incidents and improvement actions are documented, assigned and addressed.
- Lead and coordinate the work of the School's internal ICT staff and oversee the services provided by Centorrino Technologies, ensuring clear accountabilities,

effective communication, timely administration, appropriate escalation and consistent service standards.

- Build a collaborative, accountable and service-oriented ICT culture characterised by clear expectations, open communication, continuous improvement, knowledge sharing and respectful working relationships.
- Ensure that internal and MSP staff maintain current technical documentation, standard operating procedures and records sufficient to protect the School from key-person and vendor dependency.
- Develop team capability through performance planning, coaching, professional learning, cross-skilling and succession planning.
- Ensure staff and contractor access to systems and data is appropriate to role requirements, regularly reviewed and promptly amended when responsibilities change.

Finance and Operations

- Develop and manage annual capital and operational ICT budgets and maintain a rolling three-to-five-year technology investment and asset lifecycle forecast aligned with the ICT Strategy, enrolment needs, capital works and the School's Strategic Plan.
- Lead the procurement, contractual oversight and performance management of technology vendors and service providers, including due diligence, service-level agreements, security and privacy requirements, renewal planning, cost control and value-for-money assessment.
- Implement and maintain reporting systems and dashboards to monitor the stability and availability of ICT services and track compliance with agreed levels of service across the school.
- Conduct regular technology risk assessments covering identity and access, infrastructure, cloud services, enterprise systems, data, devices, third-party providers, cybersecurity, business continuity and recovery. Provide documented findings, priorities and mitigation recommendations to the Principal and Director of Business and Finance.
- Maintain a current register of ICT contracts, licences, subscriptions, renewal dates, system owners, costs and key contractual obligations.
- Regularly review software usage, licence allocation and vendor performance to identify duplication, underutilisation, risk and opportunities for cost optimisation.
- Ensure significant technology investments are supported by documented business cases addressing strategic alignment, educational or operational need, whole-of-life cost, risk, implementation capacity and expected benefits.

Reporting and Assurance

- Provide regular reports to the Principal and Director of Business and Finance on ICT strategy, service performance, cybersecurity posture, significant risks, incidents, projects, budgets, vendor performance and investment priorities.
- Prepare reports and attend Executive, Board or Board committee meetings as required.
- Ensure significant ICT risks, incidents, control weaknesses and project issues are escalated promptly and transparently.
- Coordinate independent audits, reviews and testing of the School's ICT environment where required, and oversee completion of agreed remediation actions.

Health and Safety

- Plan, implement, promote and monitor systems to ensure the safety, security and general wellbeing of students, staff, parents, contractors and visitors at school within the department. This includes ensuring effective systems of hazard identification and risk management are in place for each activity.
- Ensure staff and contractors within ICT are aware of and adhere to the school's safe work practices and procedures.
- Ensure that ICT staff and contractors understand and comply with child safety, privacy, confidentiality and appropriate-access requirements when handling student information, accessing systems or working in child-connected environments.

Other

- Maintain effective working relationships between ICT, educational leaders, operational leaders and service providers to support strong outcomes for students, staff and the School community.
- Work collaboratively and effectively with the Principal, Director of Business and Finance, Deputy Principal and Heads of Sections to achieve the school's ICT strategic goals.
- Participate in School events and activities where appropriate to the responsibilities and standing of the role.
- Any other additional tasks as directed.

SELECTION CRITERIA

The incumbent will demonstrate the following attributes:

- Relevant tertiary qualifications and industry certifications in ICT, service management, cybersecurity, project management or risk management.

- Senior ICT leadership experience in a complex, multi-site or comparably regulated organisation, including leadership of internal ICT staff and managed service providers.
- Demonstrated capacity to develop and deliver ICT strategy, multi-year technology roadmaps, project governance and technology-enabled organisational improvement.
- Expert knowledge of cybersecurity governance, privacy, data protection, business continuity, incident response, risk management and appropriate-access controls.
- Demonstrated financial and commercial acumen, including capital and operational budgeting, procurement, vendor negotiation, contract management and whole-of-life cost assessment.
- Understanding of data governance, enterprise systems, integration, reporting architecture, business intelligence platforms and emerging technologies, including artificial intelligence.
- Capacity to evaluate technology opportunities and risks from operational, security, privacy, child safety, financial, and implementation perspectives and the ability to advise educational leaders on technology feasibility and risk while respecting the distinction between technical leadership and pedagogical decision-making.
- Strong analytical, problem-solving, organisational, planning and time-management skills, with attention to detail and a commitment to continuous improvement.
- Excellent interpersonal, stakeholder management, negotiation and communication skills, including the ability to explain technology strategy, risk and investment recommendations to technical and non-technical audiences, Executive and Board.
- Commitment to child safety, the values and policies of the School, and a valid employee Working With Children Check and National Criminal Record Check.

CONDITIONS

Salary to be negotiated, dependent upon skills and experience.

CONCLUDING REMARKS

This Position Description should not be seen as limiting and is open to review, by negotiation, by either party.