Position Description

Director -ICT

Position title	Director - ICT
Reports to	Business Manager
FTE	Full-Time
Category	Category A – *Catholic Education Multi – Enterprise Agreement 2022*
Direct Reports	Five

Role Purpose

The Director of ICT is the College's senior technology leader, providing strategic and operational leadership for technology, digital learning, cyber security, data governance, and ICT services. The role ensures that technology investment and capability advance the College's educational mission, protect its information and community, and provide secure, reliable, sustainable and inclusive services.

Reporting to the Business Manager, the Director is a member of the School Improvement Team and contributes to the College's broader leadership community. The Director serves as a strategic adviser to the Principal and School Leadership Team and attends leadership meetings as required to provide expert advice, recommendations and meaningful updates on technology-related matters.

Key Stakeholder Relationships

- Reports directly to the Business Manager, who is a member of the School Leadership Team
- Participates as a member of the School Improvement Team, alongside the School Leadership Team and College Directors
- Advises the Principal and School Leadership Team and attends their meetings on an as-required basis
- Works closely with Learning and Teaching, Educational Support, Wellbeing, Administration, Finance, Risk and other College functions
- Leads the ICT team and manages key technology suppliers, service providers and sector relationships

Key Accountabilities

Strategy, governance and investment

- Lead the development, implementation and regular review of the College's ICT and digital strategy, ensuring alignment with the College strategic plan and educational priorities
- Establish and maintain effective ICT governance frameworks, policies, standards, architecture principles and decision-making processes.
- Provide evidence-based recommendations on technology priorities, investment, risk and capability to the Business Manager, Principal, School Leadership Team and School Improvement Team
- Develop and manage ICT operating and capital budgets, investment roadmaps and sustainable asset lifecycle plans
- Lead technology procurement, commercial evaluation, contract management, licensing and strategic vendor relationships

Digital learning and educational innovation

- Partner with Learning and Teaching leaders to ensure digital technologies, platforms and professional capability support effective pedagogy, curriculum innovation, assessment, inclusion and improved student outcomes
- Ensure digital learning platforms and classroom technologies are fit for purpose, accessible, reliable and aligned with teaching and learning practice
- Provide leadership in the safe, ethical and educationally purposeful adoption of artificial intelligence and emerging technologies
- Support the development of staff and student digital capability, digital literacy and responsible technology use
- Ensure student voice, accessibility, inclusion, safeguarding and diverse learning needs inform the design of digital environments
- Partner with educational leaders to evaluate the educational impact and effectiveness of major digital initiatives

Cyber security, privacy, data and risk

- Provide strategic oversight of cyber security, privacy, data governance, information management and technology risk
- Maintain appropriate governance for data ownership, quality, access, retention and responsible use, including the use of data in analytics and artificial intelligence
- Ensure compliance with relevant legislation, regulatory requirements, Catholic education requirements and College policies

- Lead preparedness for and response to significant cyber incidents, data breaches and technology disruptions
- Ensure business continuity, disaster recovery and technology resilience arrangements are documented, maintained, tested and reviewed
- Provide clear advice to College leaders on emerging technology, privacy, cyber security and digital risks

Technology architecture, operations and service delivery

- Provide strategic oversight of the College's digital ecosystem, including infrastructure, cloud services, networks, platforms, applications, end-user devices and support services
- Ensure ICT services are secure, reliable, resilient, sustainable and capable of meeting current and future College needs
- Establish service standards, operational controls and performance measures that support a responsive and user-focused ICT service
- Ensure appropriate technical support, escalation, problem management and root-cause analysis arrangements are in place
- Maintain coherent technology architecture, integration and lifecycle practices that reduce duplication and unmanaged complexity
- Identify opportunities to simplify digital processes, improve organisational efficiency and enhance staff and student experience

Leadership, people and culture

- Lead, coach and develop the ICT team to build a high-performing, collaborative, service-oriented and strategically capable function
- Align workforce planning, role design, professional learning and succession planning with the College's future technology needs
- Promote clear accountability, constructive collaboration, continuous improvement and high standards of professional practice
- Foster a culture in which ICT is understood as a strategic enabler of the College's educational mission, not solely as a support service

Advisory, stakeholder and sector engagement

- Prepare concise briefings, reports and recommendations for the Business Manager, Principal, School Leadership Team and School Improvement Team
- Attend School Leadership Team meetings as required to provide expert advice and meaningful updates

- Build trusted relationships and influence technology outcomes across teaching, learning, administration, wellbeing, business operations and support services
- Represent the College in relevant technology, education and digital leadership forums, professional networks and sector partnerships
- Maintain awareness of emerging practice and translate relevant developments into practical advice for the College

Qualifications and Experience

Essential

- Relevant tertiary qualification in information technology, information systems, business, education or a related discipline, or equivalent substantial professional experience
- Substantial experience leading an ICT, technology or digital function in a complex organisation
- Demonstrated experience developing and delivering technology strategy, governance frameworks and investment roadmaps
- Strong understanding of cyber security, privacy, data governance, technology risk and business continuity
- Experience managing budgets, procurement, contracts, licensing and strategic vendors
- Demonstrated leadership of multidisciplinary teams, organisational change and service improvement
- Ability to advise senior leaders and communicate complex matters clearly to technical and non-technical audiences
- Demonstrated ability to lead and govern complex technology environments including infrastructure, cloud services, business systems, cyber security and digital platforms
- Proven ability to manage, coach and develop a team
- Strong stakeholder engagement, collaboration, judgement and influencing skills
- Current Working with Children Check with Employee status, and willingness to meet all applicable child safety and safeguarding requirements

Desirable

- Experience within education, Catholic education or another regulated, mission-based environment
- Understanding of contemporary digital learning environments and educational technology practice
- Experience with data governance, analytics, artificial intelligence governance or digital transformation

- Participation in relevant professional or sector networks

Memberships

- School Improvement Team
- College Directors and the broader leadership community
- Learning and Teaching leadership
- ICT team
- Relevant College committees, working groups and external forums as required