



POSITION DESCRIPTION

Title: ICT Database and Applications Administrator
Reports to: Principal through the Director of ICT
Date: Ongoing, commencing January 2020

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to lead and serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION PURPOSE

The ICT Database & Applications Administrator is a member of the ICT Services Team. As a member of the ICT Services Team you will assist and support the Director of ICT to ensure that there is appropriate governance, risk mitigation and applications to support the Teaching and Learning, Wellbeing and Operational objectives of Genazzano FCJ College.

KEY RESPONSIBILITY AREAS

The duties relative to this position include:

- You will be the key administrator of reporting, dashboard preparation, data capture, data cleansing and data maintenance of the core management applications
- You will be proactive in developing solutions to improve Application integration, automation and user experience related to Synergetic, SchoolBox, MyRequirtment+, Octopus, Funnel, EdSmart and all other College applications.
- Maintain best practices and policies to ensure effective provision of all databases, applications and websites.
- Provide database administration, management and application support
- Configure and set-up Academic reporting systems
- Write SQL queries to retrieve information from database systems
- Develop and support Crystal and SQL Server Reporting Services (SSRS) reports and SQL Server Information Services (SSIS) packages
- Maintain data consistency across applications
- Ensure Application patches and upgrades are coordinated and kept up to date
- Support the provisioning and onboarding of new users
- Provide technical leadership, support and mentoring to the junior members of the team
- Work on projects as required by the College

- Maintain and support data analytics platforms
- Evaluate and improve existing BI systems
- G Suite Administration
- Provide Level 2 and Level 3 Database and Application support.
- Provide Level 1 Help Desk support where required to the College Community
- Work closely with vendors associated with your key responsibilities
- Other duties as required by the Principal.

As a member of the ICT Service Team

- You work effectively both independently and as a part of a team
- You 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
- To have in-depth knowledge of common applications and systems in use across the College
- You will 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
- Attendance required at key College events such as Eucharists, Assemblies and Staff Meetings
- Occasionally present and report key information around projects to Staff/Teams such as the ICT Committee.

ACCOUNTABILITY

- The ICT Database and Applications Administrator is accountable to the Principal through the Director of ICT.
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- 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 ICT.

SKILLS AND EXPERIENCE REQUIRED

- Bachelor of Computer Science or a related technical field, or equivalent experience.
- At least 2 years of SQL Experience
- Experience with database languages (SQL, MySQL)
- Experience with academic reporting tools and integration
- Experience with modern BI tools
- In-Depth knowledge of MS Excel and macros
- Interpersonal skills - strong communication skills to explain complex solutions in a simple manner to end-users; humble; customer focused mindset,
- Able to apply a disciplined and analytical approach to problem solving
- Adhere to all school policies, guidelines and legislation including health and safety.

CONDITIONS OF EMPLOYMENT

- Employed in accordance with terms and conditions of Victorian Catholic Schools Multi-Enterprise Agreement 2018
- The incumbent will require a Working with Children Check and National Police Record Certificate, Level 2 First Aid Certificate.