

# WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152  
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600

20 College Drive, Narre Warren South Vic 3805  
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



ABN: 48 847 193 961  
Reg No: A0018722X

## Position Description

**Name:**  
**Position:** Systems Engineer  
**Campus:** Narre Warren South  
**Employment Status:** FTE 1.0  
**Reports Directly To:** ICT Manager

### Ministry Specifications:

To operate as Senior IT Technician, or Systems Engineer, taking a leading role in the effective management of the College computer systems and networks.

### System and Network

- The maintenance, configuration and reliable operation of computer systems, network servers and virtualisation
- Install and upgrade computer components and software, manage virtual servers, and integrate automation processes
- Strong focus on apple device deployment and management using JamF and Microsoft Intunes
- Ensure maintenance such as critical updates and patching are done in the correct timeframe
- Be responsible for the availability and quality of services including security, licenses and certificates of the College's ICT infrastructure
- Monitor infrastructure/service performance
- Support the College databases
- Assist in the management of Internet access and email from the LAN workstations
- Assist in the management of "security" software for the Internet
- Maintain and Manage OSX and IOS devices
- Manage Active Directory, DNS, DHCP, Windows deployment service, IP Schema
- Ensure network diagrams, IP schema, Configuration files are in IT Teams drive
- Strong foundation of Mobile Device Management e.g. Casper and Meraki
- Ensure equipment requiring regular servicing is properly maintained

### Help Desk

- Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions
- Development and management of the Intranet to disseminate information on school activities, etc.
- Administration and Maintenance of Windows servers, desktops, laptops, printers, switches, wireless, laptop trolleys, VOIP system, AV equipment and other hardware in the College
- Trouble-shoot hardware and software errors by running diagnostics, documenting

problems and resolutions, prioritizing problems, and assessing impact of issues

## **Projects**

- Undertake projects across the College – deployment of projects, working closely with stakeholders across the school community
- Assist in project managing infrastructure changes (including scope, time, cost, quality, communications, change management)

## **IT Administration**

- Assist in maintaining licensing agreements of server and desktop software, computer warranties, maintenance contracts and service level agreements with infrastructure and service suppliers, and asset registry software
- Ensure documentation is up to date (eg, network diagrams) and create new documentation as required
- Maintain domain registration
- Implementation and ongoing management of an automated backup of document and data files on all systems
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
- Following up of problems and queries and keeping accurate records of support activities
- Attending relevant product and skill development training

## **Qualifications**

- Microsoft Certified Systems Expert (MCSE)
- Aruba Clearpass Fundamentals

## **Experience**

- Strong systems administration experience with Microsoft servers
- Network services (DNS, DHCP, etc)
- Networking concepts (OSI L1-7, LAN/WLAN, some WAN)
- Strong scripting, integration and automation in a predominantly Microsoft server environment
- Microsoft Power Automate/PowerBI
- Microsoft's enterprise cloud-based identity and access management (IAM) solution.
- IT security
- Palo Alto Firewall
- Microsoft 365 administration (eg Teams, Exchange, Sharepoint, AzureAD)
- School Information Systems (SEQTA)
- Telephony
- SQL
- an agile approach to project management and development
- a sound understanding of licensing, maintenance contracts and service level agreements

## **Inherent Requirements of the Role**

**Administration / IT Staff**

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Business Manager and Property Manager as soon as possible

### **College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.