



POSITION DESCRIPTION

IT SYSTEMS ADMINISTRATOR

POSITION OBJECTIVES

The Network & Systems Administrator is committed to the College's mission and vision and reports to the IT Manager and the Senior Systems Administrator.

KEY RESPONSIBILITIES

Leadership and management

- Demonstrate commitment to the College's vision and mission
- Support the promotion and implementation of the strategic directions of the College
- Enhance and embrace the position of the College as a leading provider of education to boys from K-12
- Ensure consultation is an integral part of the continuous improvement and change process, seeking regular input to ensure policies and processes continue to meet the needs of the College

SYSTEMS & NETWORK ADMINISTRATOR

Systems Administrator Responsibilities

- Maintain a high-performing and reliable systems infrastructure including both physical and virtualised environments.
- Ensure security through access controls, backups and firewalls.
- Maintain and troubleshoot Windows Server services such as DHCP, DNS, AD DS, Group Policy, and SCCM.
- Manage technical aspects of the College's learning management and support systems including but not limited to Schoolbox, Oliver, printing, file servers, Synergetic etc.
- Work with the Senior Systems Administrator to upgrade and replace existing infrastructure and devices.
- Maintain backup and restoration processes daily and resolve, or escalate, issues of concern to ensure the College maintains a sufficient and resilient disaster-recovery process.
- Liaise with vendors, service and hardware providers
- Maintain all servers and systems patching.
- Implement and Manage CCTV Infrastructure
- Provide 2nd and 3rd level technical support.
- Work with the IT Helpdesk team to resolve client issues.
- Develop and maintain procedural documentation including operational, technical and configuration documentation.
- Assist the IT team with implementing various projects.

Network Administration Responsibilities

- Implement, and maintain secure configurations and best practices for cloud, data centre, remote, and multisite environments.
- Maintain the network and wireless infrastructure.
- Configure and install network systems, including WLAN, LAN, WAN, VPN, and VLANs.

Cyber Security Responsibilities

- Implement and manage information security and compliance across various topologies and systems.
- Continuously review, monitor, and enhance infrastructure and system security, focusing on endpoint devices, firewalls, and servers.
- Research and apply contemporary best practices for all system and infrastructure deployments or upgrades.
- Contribute to the design and implementation of the Essential Eight, ensuring new systems and processes align with established principles.
- Implement security recommendations from audits and penetration tests.
- Proactively protect St Kevin's College from identified cyber threats.

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KEY RESPONSIBILITIES

	<p>Other Requirements</p> <ul style="list-style-type: none">• Contribute to the ongoing creation and maintenance of IT documentation, processes and procedures, including ensuring that current and past records of system configurations are recorded.• Comply with all Risk and Change Management processes.• On occasion, assist with the ongoing training and development of staff and students in the use of technology and systems.• Respond to service and support requests received in a timely and accurate manner.• Adhere to the College IT Helpdesk Procedure <p>Professional Learning</p> <ul style="list-style-type: none">• Participate in formal and informal professional development activities, improving knowledge and skills, especially concerning the role.• Undertake and maintain appropriate and relevant certification and training in relation to role.
Child Safety	<ul style="list-style-type: none">• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety• Assist in the provision of a child-safe environment for students• Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional development	<ul style="list-style-type: none">• Commit to ongoing professional development in your area of work• Be open to researching areas of interest relevant to directions provided in the school's strategic plan• Continue development of ICT skills as technologies evolve• Be an active member of a relevant professional association
General Duties	<ul style="list-style-type: none">• Abide by the EREA Code of Conduct• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures• Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal or IT Manager• Be available on call during the term break and other 'out of school hours' times for situations that may arise• Other duties as directed by the IT Manager• The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and its mission• A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	<ul style="list-style-type: none">• A demonstrated understanding of child safety• A demonstrated understanding of appropriate behaviours when engaging with children• Be a suitable person to engage in child-connected work• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	Essential

	<ul style="list-style-type: none"> ● A mix of technical certifications, service certificates (e.g. ITIL) and tertiary qualifications. ● Prior experience with VMware or translatable knowledge of virtualisation and hyperconvergence. ● Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery ● Experience in networking, routing and other technologies such as VLANs, VPNs, QoS, DNS, DHCP, etc. ● Experience with network and systems monitoring tools ● Experience configuring and maintaining networks including but not limited to advanced configurations such as network port security authentication services ● Strong Office 365 and Windows Server administration skills ● Experience in Windows Server 2016,2019,2022 and Windows 10/11 operating systems administration. Previous Mac OS X experience is advantageous. ● Advanced scripting skills (Powershell, Visual Basic) ● Strong knowledge of SCCM, MDT, WSUS. ● Experience with Intune and MDM ● Knowledge of Linux administration ● Current understanding of best practices regarding system security measures ● Minimum 3 years experience in a similar role <p>Desirable</p> <ul style="list-style-type: none"> ● Member of the Australian Computer Society (ACS) ● Knowledge of VOIP Phone systems ● Ability to up-skill and increase specialist knowledge through self-training and on-the-job experience.
<p>Skills and Attributes</p>	<ul style="list-style-type: none"> ● Ability to work as part of a team with the ability to cultivate credibility, respect and honesty ● An ability to develop rapport with staff at all levels ● Presents a professional and positive demeanour and is a solution-oriented person ● Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility ● Demonstrates respect for and acceptance of differences in staff ● Well-developed decision-making skills and demonstrated ability to think strategically and analytically ● Good oral and written communication skills ● Ability to communicate complex technical solutions in a way that is understandable to management ● Strong collaboration, conflict resolution, negotiation and persuasion skills ● Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage several competing priorities ● Demonstrated ability to lead initiatives and present effectively to a variety of audiences ● A thorough attention to detail ● Ability and willingness to accept policy directives