

MISSION STATEMENT

Newman College is a Catholic School educating in the Marist Tradition which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an educational environment where they feel welcomed, accepted and valued.

ROLE DESCRIPTION

INSTRUCTIONS

1. Read the Role Description carefully.
 2. If you need anything clarified, ask the Leader of Information Communication Technology.
 3. A copy of this Role Description is located on the Staff Intranet.
- Please note: As the needs of the College evolve your Role Description may need to be revised. This would occur in collaboration between you and the Leader of Information communication Technology.

NAME		
ROLE TITLE	ICT Network Administrator	
ACCOUNTABLE TO	Director Finance and Administration	
DIRECTION FROM	ICT Manager	
DEPARTMENT	ICT Department	
MAIN PEOPLE INTERACTIONS	INTERNAL Students Teachers Support Staff	EXTERNAL Parents and Guardians Service Providers and Suppliers Visitors to the College
ROLE PURPOSE	The ICT Network Administrator is responsible for the administration of ICT managed services within the College. With a strong focus on security, the ICT Network Administrator's primary duties include identity management, mobile device management, software deployment and service administration. Working closely with the Leader of Information Communication Technology and the ICT Systems Administrator, the ICT Network Administrator plays a key role in the delivery of College ICT projects and services.	
EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> 1. Actively works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College; 2. Actively supports the Marist Association of Saint Marcellin Champagnat; 3. Actively promotes the College's Evangelisation Plan; 4. Actively supports a child safety culture, with a zero tolerance for child abuse; 5. Complies with: <ul style="list-style-type: none"> ▪ Marist Schools Australia Policy Statements. ▪ Newman College Policy Statements, Procedures and Code of Conduct for Staff; 6. Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment; 7. Maintains open communication and works collaboratively with others within the ICT Department to foster team work and morale; 8. Maintains a commitment to continuously improve services and pursue excellence; 9. Seeks opportunities for professional development. 	

KEY ROLE RESPONSIBILITIES (TASK FOCUS AREAS TO BE DEMONSTRATED)

<p>ACTIVELY SUPPORT COLLEGE OPERATIONS</p>	<ul style="list-style-type: none"> ▪ Compliance with all relevant legislative and regulatory obligations. ▪ Completion of administrative and operational activities in alignment with College requirements. ▪ A willingness to undertake tasks as requested by the Principal or their delegate. ▪ Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.
<p>OPERATIONS FOCUS</p>	<p>The key accountabilities of the ICT Network Administrator will include, but is not limited to:</p> <ul style="list-style-type: none"> • User Onboarding and Identity Management <ul style="list-style-type: none"> ○ Active Directory Domain Services ○ Office365 & Teams (Azure AD) ○ SEQTA, IP Telephony • Security Focus <ul style="list-style-type: none"> ○ Access Control ○ Group Membership ○ Email Distribution Lists ○ Group Policy ○ Device Management ○ Multifactor Authentication and Conditional Access • Deployment <ul style="list-style-type: none"> ○ Mobile Device Management - JAMF and MS Intune ○ Applications ○ eBooks and other software ○ SOE provisioning ○ SDS (School Data Synch – Teams) • Administration <ul style="list-style-type: none"> ○ Microsoft Office 365, SharePoint ○ Other networked services. (SEQTA etc.) ○ CyberHound-Web Content filtering • Support <ul style="list-style-type: none"> ○ General Troubleshooting ○ Display Technologies and Peripherals ○ Documentation
<p>DEVELOPMENT FOCUS</p>	<p>The ICT Network Administrator will work to enhance the development of the College infrastructure and its use as a learning and administrative resource. Towards this end the ICT Network Administrator will:</p> <ul style="list-style-type: none"> • support the College Vision for Learning. • maintain College ICT Services to minimize down time. • exercise good practice in working with others to deliver effective and efficient ICT Services. • effectively communicate technical information in easy to understand terms. • recognise the unique characteristics of schools, staff, students and the College workplace • undertake personal and professional development to maintain an up-to-date knowledge of ICT initiatives and technologies to advise appropriately on future strategies and requirements.
<p>OTHER DUTIES</p>	<ul style="list-style-type: none"> ▪ Provide support to the ICT Systems Administrator and ICT Support Technician (Helpdesk) as required. ▪ Undertake other duties as directed by the Leader of Information Communication Technology.

CRITERIA	
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Information Technology degree or relevant Corporate Certification (MCSE) or equivalent industry experience.
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Experience in Apple macOS, iOS and Windows 10/11 client operating systems. • Working knowledge of Windows 11, Windows Server, macOS and iOS management systems. • Experience with Office365, SharePoint and Azure Active Directory.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ In-depth knowledge of computer systems. ▪ Highly proficient technology skills. ▪ Highly-developed interpersonal and influencing skills, enabling harmonious and positive relationships with all. ▪ Sound written and verbal communications skills. ▪ Highly-developed time management and organisational skills. ▪ Able to multi-task and calmly work under pressure. ▪ Demonstrated ability to work autonomously and as part of a team. ▪ Able to problem solve and use initiative. ▪ Able to maintain strict confidentiality.
STATUTORY REQUIREMENTS	<ul style="list-style-type: none"> ▪ Working with Children Screen Check ▪ Nationally Coordinated History Check (Department of Education)

STATUS	
EBA	The Trustees of the Marist Brothers Southern Province Non-Teaching Staff Enterprise Bargaining Agreement 2014, as amended or replaced from time to time.
Classification	Administrative and Technical Officers Level 4
FTE / Work Arrangement	<ul style="list-style-type: none"> ▪ 48 weeks per year plus 4 weeks annual leave. ▪ Hours are Monday to Friday, 8.00 am to 4.00 pm ▪ Full-Time (1.00 FTE)
RD Version No./Date	Converted to new format: September 2018 Revised date: September 2018 Revised date: January 2023