

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Jabiru Area School	
Job Title	IT Network Communications Officer		Designation	Administrative Officer 3 92%	
Job Type	Part Time		Duration	Fixed from 01/09/2019 to 31/12/2019	
Salary	\$54,968 - \$59,323		Location	Jabiru	
Position Number	40769	RTF	170189	Closing	19/08/2019
Contact	Sharon Rathle-Kulu on 08 8938 3333				
Agency Information	www.education.nt.gov.au				
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv For further information for applicants and example applications: click here				
Information about Selected Applicant's Merit	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here				
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.				
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=170189				

Primary Objective:

To manage and support the timely provision of Information Communication Technology (ICT) services to Jabiru Area School staff, students, families and the school community, in the areas of current and emerging learning and communication technologies.

Context Statement:

Jabiru Area School is located in Kakadu National Park with a multi-cultural context, catering for 220 students from Preschool to Year 12 with more than half the students with indigenous backgrounds. Classroom teachers, the Special Education Teacher and Special Education Support Officers work collaboratively to enable students to maximise their learning within school, home and community settings. Families and the community are integral to successful partnerships.

The school is committed to holding high expectations for all students and maintaining a culture of continuous improvement, particularly around analysis of data to improve learning outcomes. Other strong areas of focus include Numeracy, Writing and student intervention support programs. All classrooms use electronic Smartboards, iPads and laptops to facilitate meaningful learning programs.

Key Duties and Responsibilities:

1. Oversee the ICT facilities and infrastructure at Jabiru Area School including ongoing implementation of interactive learning in classrooms.
2. In accordance with the Jabiru Annual School Improvement Plan and proposed future directions:
3. Investigate and liaise with the Principal, ICT Team, Business Manager and Senior Staff with regards requirements, budgeting and implementation of emerging and leading edge technologies relevant to learning in an educational environment,
4. Report on all aspects of ICT to the Principal and liaise with Department of Education, IT Services and external service providers.

Selection Criteria

Essential:

1. Recent experience in maintaining and repairing network /hardware/operating systems routinely used and faced in the NT Schools environment.
2. Knowledge of and experience with organising and maintaining ICT resources to support curriculum implementation.
3. Knowledge of software applications used across schools and related e-learning environments.
4. High-level organisational skills, including a demonstrated capacity to work under pressure and deliver required outcomes in a timely and efficient manner.
5. Recent evidence of working effectively both within a team and individually, including working with students and people from diverse cultures..
6. Current Working with Childrens Card

Approved: 18 June 2019

Learne Dunne, Principal