**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Centralian Middle School |
| **Job Title** | Multi Media Technician | | | **Designation** | Technical 2 |
| **Job Type** | Full Time | | | **Duration** | Fixed to 30/06/2021 |
| **Salary** | $61,861 - $70,132 | | | **Location** | Alice Springs |
| **Position Number** | 30005 | **RTF** | 183622 | **Closing** | 20/02/2020 |
| **Contact** | Paul van Holsteyn, Principal, Centralian Middle School on 08 8955 2333 | | | | |
| **Agency Information** | [www.education.nt.gov.au](http://www.education.nt.gov.au) / [www.cms.nt.edu.au](http://www.cms.nt.edu.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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **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=183622> | | | | |

**Primary Objective:**

As a member of the school administration team, provide information and communications technology (ICT) services and support to students and teachers at Centralian Middle School and Larapinta Primary School.

**Context Statement:**

Centralian Middle School and Larapinta Primary School are both government schools in Alice Springs. This position will be providing support to both schools with allocated days on each site. Both schools maintain a range of laptop and desktop devices that are managed within the NTSchools ecosystem; Apple devices (iPads and Macs) that are managed directly by the schools; as well as Smartboards, projectors, smart TVs, multifunction printers and VoIP telephony.

**Key Duties and Responsibilities:**

1. Oversee the ICT facilities and infrastructure at the schools to ensure efficient operation.
2. Provide initial contact and resolution of software and hardware problems experienced by users operating the schools’ computers, operating systems, applications, network and user identities, ensuring all services are available to staff and students at all times.
3. Maintain records of hardware and software in the school in accordance with school and departmental processes.
4. Provide advice to school leadership on the maintenance and development of ICT resources with the school, including purchasing.
5. Provide support to students and teachers in the classroom in the area of IT and associated tasks.

**Selection Criteria**

**Essential:**

1. Demonstrated experience in managing and maintaining computer, network and ICT issues relevant in an educational context, including PC, Mac, iPad and communication hardware and software.
2. A high level of interpersonal skills with the ability to work as part of a team, communicate effectively with staff, students, families and the wider school community, and the ability to work effectively with people from diverse cultures.
3. High level organisational skills, including a demonstrated capacity to work under pressure, prioritise workloads, work with minimal supervision, maintain records, monitor projects and deliver outcomes in a timely and efficient manner.
4. Demonstrated strong work ethic, which includes the use of initiative, sound judgement and understanding of confidentiality and security as it relates to the position.

**Further Information:** All applicants must hold a current Working with Children Notice (Ochre Card) from SAFE NT and be eligible to work in Australia.

**Approved: February 2020 Trevor Read, Senior Director, Department of Education**