| Agency | Department of Education | Work unit | Darwin Middle School |
| --- | --- | --- | --- |
| Job title | Information Communication and Technology Manager | Designation | Administrative Officer 6 |
| Job type | Full Time | Duration | Fixed from 01/01/2021 to 29/06/2021 |
| Salary | $92,620 - $103,538 | Location | Darwin  |
| Position number | 25702 | RTF | 202150 | Closing | 06/12/2020 |
| Contact | Christine Dossantos on 08 8942 5202 or christine.dossantos@ntschools.net  |
| About the agency  | [www.education.nt.gov.au](http://www.education.nt.gov.au) |
| Apply online  | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=202150>  |
| Information for applicantsApplications must be limited to a one-page summary sheet and detailed resume-. The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).Under the agency’s Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). |

# Primary objective

The ICT Manger is responsible for the development and use of ICT at Darwin Middle School; and provide support to staff and students in the use of established and emerging teaching, learning and communication technologies.

# Key duties and responsibilities

1. Manage the ICT facilities, software and hardware infrastructure of Darwin Middle School, including the Building Management System (BMS), Closed-Circuit Television (CCTV) System and Printing Management System.
2. Liaise with and coordinate with multiple service providers tasked with delivering services to the school in an outsourced environment.
3. Manage and deliver ICT projects within the school and develop in conjunction with key stakeholders, strategic ICT improvements throughout the campus.
4. Maintain the schools ICT budget and procure software and hardware.
5. Develop and implement Darwin Middle School/DET ICT procedures related to policy and guidelines.
6. Provide training and support for staff and students in the use of relevant technologies for education.

# Selection criteria

# Essential

1. Demonstrated capacity to apply high level skills and knowledge in an ICT environment relevant to Darwin Middle School, including the ability to troubleshoot and offer technical assistance in the areas of computer systems, hardware, software applications, and learning management systems.
2. Demonstrated ability to provide ongoing professional development to teachers and staff, to support their effective use of technologies in teaching learning and communication; and ongoing support to students.
3. Demonstrated leadership and organisational skills to determine priorities and manage the ICT Unit’s workload to ensure deadlines are met and the ability to manage and motivate staff in achieving stated outcomes.
4. High level oral and written communication including the ability to consult and negotiate effectively with diverse groups including students, teachers, principals, parents and community stakeholders.
5. Current - Working With Children Clearance Notice (Ochre Card).
6. An ability to interact effectively with people from diverse cultures.

# Desirable

1. Tertiary qualification in a related field e.g. ICT and/or eLearning.

**Approved:** 26/11/2020 Marcus Dixon Principal, Darwin Middle School