**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Casuarina Street Primary School |
| **Job Title** | Information Technology Officer | **Designation** | Administrative Officer 4 |
| **Job Type** | Full Time | **Duration** | Fixed from 15/01/2020 to 15/01/2021 |
| **Salary** | $69,357 - $79,620 | **Location** | Katherine |
| **Position Number** | 41218 | **RTF** | 178443 | **Closing** | 09/12/2019 |
| **Contact** | Julie Branson on 08 8973 3800 or julie.branson2@ntschools.net  |
| **Agency Information** | [www.education.nt.gov.au](http://www.education.nt.gov.au)  |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed 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 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/information-for-applicants) |
| **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=178443>  |

**Primary Objective:**

Manage and provide a high level of technical and efficient Information Communication (ICT) support and advice to staff and students within a school environment whilst monitoring, analysing and maintaining the integrity and security of the School’s ICT LAN network.

**Context Statement:** Casuarina Street Primary School is located in the town of Katherine, 315km south of Darwin. Casuarina Street Primary School (CSPS) is located on Casuarina Street in Katherine East, Katherine. In 2019, Casuarina Street Primary School averaged 413 students in Effective Enrolment calculations, attending school with an adjusted attendance of 92.3%. The number of students enrolled at the school can vary as over 35% of the students at CSPS come from families who have moved to Katherine as part of the Australian Defence Force, based both in Katherine itself and at RAAF Base Tindal. Movement between bases for many of our families can happen every 1-3 years.12.7% of the students attending CSPS are Indigenous. 11.6% of students have been identified with Either High Support or Special Educational Needs which require additional targeted support to meet their learning and engagement goals.

**Key Duties and Responsibilities:**

1. Manage, monitor and maintain all NT Schools related hardware, software and firmware with the school environment. Provide a high level of ICT related support to the School’s staff and student body.
2. Administer user accounts for server access, mail access and internet access as and when required. Ensure the daily backup of mission critical data within the School as defined by current policies.
3. Ensure the integrity, security and stability of the School’s servers and network peripherals for the NT Schools and local configurations. Support the development and implementation of ICT policy and procedure in agreement with the School Leadership team.
4. Provide advice to the School Leadership team relating to ICT purchases and projects in line with School and DET strategic plan.

**Selection Criteria**

**Essential:**

1. Demonstrated successful experience in ICT network support and problem resolution including servers and their services, software and essential peripheral devices, PC hardware with an ability to keep pace with new/updated technology.
2. Demonstrated strong work ethics, which includes the use of initiative, sound judgement skills and an understanding of confidentiality and security as it relates to this position.
3. Well developed interpersonal skills including the ability to communicate effectively at all levels, work with minimal direction, manage an ICT help desk, determine work priorities, organise workflow and meet deadlines. Proven ability to work and positively interact with others in a cross-cultural setting.
4. Proven ability to effectively use an array of office, finance and educational software (ie: SAMS).
5. Ability to interact effectively with people from diverse cultures
6. Current Working with Children Clearance Notice or ability to obtain.

**Desirable:**

1. Attainment or working towards a university degree and/or Tertiary qualifications relating to ICT.

**Further Information:**

This position requires the ability to obtain a Working with Children clearance.

**Approved: November 2019 Nick Lovering, Principal**