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## **DIRECTOR – INFORMATION and TECHNOLOGY SERVICES**

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### **THE PRIME PURPOSE OF THE POSITION**

The Director – Information and Technology Services is responsible for expressing leadership that gives authentic witness to the four Edmund Rice Education Australia (EREA) Touchstones of Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community.

The prime purpose of the Director – Information & Technology Services is to ensure the effective use of information resources and computer technology for the College staff, students and parents to support the overall educational requirements of the College.

The Director – Information & Technology Services must ensure the full provision of Information Management and Technology services through communication and liaison with key members of the College Leadership Team, staff, students and other external stakeholders of the College community in relation to policies, practices, use and performance of Information and Communication Technology (ICT) services and personnel.

### **ORGANISATIONAL RELATIONSHIPS**

The Director – Information & Technology Services is appointed by the Principal and is responsible in the first instance to the Business Manager, the Deputy Principal and eventually the Principal.

### **KEY ACCOUNTABILITIES**

1. Enliven the EREA Charter as expressed through the College Strategic Directions and Priorities
2. Develop and maintain an ICT Strategic Plan which focuses on an analysis of the information needs of the College and the identification and optimisation of an effective Information Systems Architecture to meet those needs.
3. Develop policies and procedures to support ICT requirements which enable and enhance overall educational outcomes for students and staff of the College.
4. Develop and oversee the implementation of an Annual Operational Plan for the ICT Resources within the College in line with the ICT Strategic Plan.
5. Develop and manage a budget for ICT services and infrastructure in accordance with the ICT Annual Operational Plan.
6. Effectively manage the resources of the College's IT Department including the development and monitoring of performance measures and professional development plans to ensure appropriate levels of service are maintained in support of the educational outcomes of the College.
7. Ensure appropriate communication with key users/stakeholders in relation to the policies, practices and use of ICT within the College community

## DUTY STATEMENTS

The **Director – Information & Technology Services** will

### 1. Enliven the EREA Charter as expressed through the College Strategic Directions and Priorities

- Be committed to the goals, ethos and Mission of the College as a Catholic School in the Edmund Rice tradition
- Have an awareness of and support for the Charter and key Edmund Rice Education Australia (EREA) policies, procedures and practices, along with other legislative and legal requirements of the College
- Advocate inclusive education processes and policies
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- Strive to live a lifestyle which, by its witness and example, is compatible with the Gospel Values
- Be committed to self-development and ongoing professional development
- Be committed to building the St Edmund's College community
- Have knowledge and awareness of applicable Workplace Health and Safety and Risk Management requirements and Equal Opportunity and Anti-Discrimination requirements
- Respond to the operational needs of the College and to other duties as directed by the Principal or their delegate
- Contribute to the overall pastoral leadership of the College through active, and reflective participation in staff meetings
- Have excellent interpersonal skills and highly proficient IT skills.

### 2. Strategic Planning

- Develop and maintain an ICT Strategic Plan which analyses the information requirements for the effective delivery of educational outcomes for students and identifies the most effective system architecture to deliver those requirements.
- Work cooperatively with appropriate College staff including the Deputy Principal, Assistant Principal – Teaching & Learning and Head of Department – Digital Literacy to develop and maintain ICT resources to support the educational requirements of the College.

### 3. Lead the ongoing review and development of ICT policies, procedures and systems

- Develop and maintain ICT policies and procedures relative to the effective, efficient and secure use of ICT systems and equipment by staff and student of the College.
- Monitor and ensure compliance with EREA ICT policies and procedures for students and staff
- Liaise with relevant employer organisations, central agencies, industry groups and other experts to remain abreast of current ICT trends
- Provide advice as required to the CLT.

### 4. Operational Planning

- Develop and oversee an Annual Operational Plan for the College to identify resources and projects required to address the ICT Strategic Plan and wider College educational outcomes.
- Develop and maintain plans in association with the Annual Operational Plan for Business Continuity, Disaster Recovery, Change Management, Testing and Development of ICT systems and services.
- Establish and maintain procedures for the effective and efficient use of ICT resources within the College to accommodate and promote a contemporary ICT environment suitable for the educational needs of the College.
- Work collaboratively with appropriate College staff to develop training plans, programs and other professional development activities to ensure staff are adequately proficient in the use of ICT systems and equipment.
- Work collaboratively with the Manager - Property and Services to develop and maintain plans and infrastructure for campus wide security systems including door access control and CCTV systems.
- Manage relationships with external ICT service providers and technology vendors to ensure the efficient use of financial and human resources in accordance with the ICT Operational Plan.

## **5. Budgeting and Service Provider Relationships**

- In collaboration with the Business Manager, develop and maintain an annual budget to provide ICT operational services in the most cost effective manner whilst achieving required operational and strategic outcomes.
- Develop appropriate partnerships with vendors to ensure best of breed solutions are implemented and maintained within the College to achieve operational and strategic outcomes.
- Develop and maintain ICT Service Level Agreements with service providers and vendors to provide consistent high level ICT services to the College.

## **6. Manage ICT Support and Technical Staff**

- Manage the College's ICT Department to provide appropriate staffing to support the overall educational and ICT requirements of the College.
- Ensure that human resources are adequately managed, supported and mentored in their roles.
- Develop and ensure delivery of annual professional development programs for all staff members of the ICT Department.
- Develop and maintain relevant performance objectives and measures for the ICT Department for reporting to the College Leadership Team.
- Develop and maintain ICT service levels within the College to provide consistent, high level services and ongoing access to critical ICT services.
- Develop and maintain in collaboration with the College Leadership Team professional development activities with ICT staff and the wider St Edmund's College community.

## **7. Communication with Key Users/Stakeholders**

- Liaise with key members of the College Leadership Team, staff, students and other external stakeholders of the College community.
- Liaise as necessary with other EREA College's on matters of ICT service delivery
- Publish all St Edmund's College ICT policies and procedures to ensure reliable access by the appropriate members of the College community.