

## JOB DESCRIPTION

<b>Agency</b>	Department of Education		<b>Work Unit</b>	Taminmin College	
<b>Job Title</b>	Information Communication and Technology Manager		<b>Designation</b>	Administrative Officer 6	
<b>Job Type</b>	Full Time		<b>Duration</b>	Ongoing Commencing 28/01/2020	
<b>Salary</b>	\$90,361 - \$101,013		<b>Location</b>	Palmerston	
<b>Position Number</b>	32692	<b>RTF</b>	175020	<b>Closing</b>	14/10/2019
<b>Contact</b>	Bill Grealy, Business Manager on 08 8983 7118 or <a href="mailto:bill.grealy@ntschoools.net">bill.grealy@ntschoools.net</a>				
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>				
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv</b> For further information for applicants and example applications: <a href="#">click here</a>				
<b>Information about Selected Applicant's Merit</b>	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: <a href="#">click here</a>				
<b>Inclusion &amp; Diversity</b>	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.				
<b>Special Measures</b>	Under an approved <b>Special Measures</b> 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.				
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=175020">https://jobs.nt.gov.au/Home/JobDetails?rtfid=175020</a>				

**Primary Objective:** Manage and develop Information Communication and Technology (ICT) at Taminmin College and provide support to staff and students in the use of established and emerging technologies.

**Context Statement:** Taminmin College is an Independent Public School located in the rural area of Darwin with enrolments of over 1,100 students across Years 7 to 12. The school operates a farm, a Special Education Centre, Vocational Education and Training programs and is a Registered Training Organisation.

### **Key Duties and Responsibilities:**

1. Manage the ICT facilities, software and hardware infrastructure of Taminmin College.
2. Liaise and coordinate with ICT service providers and contractors.
3. Manage and deliver ICT projects within the school and develop in conjunction with key stakeholders, strategic ICT improvements throughout the campus including Department of Education rollouts.
4. Maintain the school's ICT budget and procure software and hardware within budgetary restraints and in accordance with procurement guidelines.
5. Develop and implement Taminmin College/Department of Education ICT procedures related to policies and guidelines.
6. Provide training and support for staff and students in the use of relevant technologies for education.
7. Supervise and mentor ICT support staff.

### **Selection Criteria**

#### **Essential:**

1. Demonstrated capacity to apply high level skills and knowledge in an ICT environment relevant to Taminmin College, 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. Demonstrated ability to actively contribute to a team and positively interact with others in a cross-cultural working environment.

**Desirable:** Tertiary qualifications in a related field

**Further Information:** The successful applicant must have no significant criminal record and must have a Working with Children Clearance or the ability to obtain prior to commencement.

Approved: September 2019

Lisa George, Principal