

## JOB DESCRIPTION

<b>Agency</b>	Department of Education		<b>Work Unit</b>	Sanderson Middle School
<b>Job Title</b>	IT Support Officer		<b>Designation</b>	Administrative Officer 4
<b>Job Type</b>	Full Time		<b>Duration</b>	Ongoing
<b>Salary</b>	\$69,357 - \$79,620		<b>Location</b>	Darwin
<b>Position Number</b>	16752	<b>RTF</b>	177869	<b>Closing</b> 24/11/2019
<b>Contact</b>	Debra Rogers on 08 8927 8899 or <a href="mailto:debra.rogers@ntschoools.net">debra.rogers@ntschoools.net</a>			
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au/">http://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=177869">https://jobs.nt.gov.au/Home/JobDetails?rtfId=177869</a>			

**Primary Objective:** Proactively provide support services, advice and training to the Sanderson School Community in the operation, maintenance and development of all areas of information technology.

**Context Statement:** Sanderson Middle School is a government school which has an enrolment of 400 students with an Indigenous cohort of approximately 40%. Staff are collaborative and supportive of the local community, working in partnership with parents and other community organisations. Sanderson Middle School is located in Wulagi. The school enrolls Years 7, 8 and 9 students from the suburbs of Anula, Karama, Malak, Northlake's and Wulagi, but many students (including Intensive English students) come from further afield. The ICT Manager requires a well-developed working knowledge of a wide range of established information technology environments

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

1. Implement the setting up of computers from the initial installation of systems through to the operating software, programs and applications.
2. Liaise with Senior Teachers, Manager Administration and the wider school community to ensure that all staff receive timely, relevant and appropriate specialised computer software/hardware training and support.
3. Provide on the job training to Teachers and Administration staff where required.
4. Ensure all programs, applications and software are all current and up-to-date.
5. Provide initial contact and resolution of software and hardware problems ensuring that computing laboratories are operational and available.
6. Provide general admin support when required including purchasing the schools computer equipment and software.

### **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.
4. Proven ability to effectively use an array of office, finance and educational software and prepare and present training programs.
5. An ability to interact effectively with people from diverse cultures.

#### **Desirable:**

1. Attainment or working towards a university degree and/or Tertiary qualifications relating to ICT.
2. A current NT Drivers Licence.

### **Further Information:**

The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and the ability to obtain a Working with Children Clearance Notice (Ochre Card).