



Position Information Document

Education Support Officer - Network Manager

Position Title:	Network Manager		
Employment:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary
Start Date:	by negotiation		
Full/Part Time:	Full Time (8.30am-4.30pm)	Weeks per Year:	48 weeks

Key Working Relationships

- Principal
- Director of Business and Finance
- Directors of Middle and Senior Schools
- Director of Curriculum
- PORs, Teachers and ESOs

Broad Purpose

The non-teaching staff fulfil a vital role in supporting the education program of the College. They must support the aims and philosophy of the school by making a positive contribution to the development of a Christian community. The non-teaching staff must be aware of and comply with the Occupational Health, Safety & Welfare policies and practices of the College. Occasionally non-teaching staff may be required to attend professional development sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. The non-teaching staff are encouraged to participate fully in the life of the College community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses and other activities. Non-teaching staff shall attend staff meetings and other meetings as required.

Description of Position

The Network Manager is responsible for providing a vision for the College's IT needs and work with the College Leadership Team in forward planning in accordance with the College Strategic Plan.

Duty Statement

Key Areas of Work

- The planned acquisition of new hardware and software, including tendering, negotiating and purchasing
- Overall management of the College's IT infrastructure
- Management and creation of user log-in and passwords for all users of the network
- Managing software assets to ensure compliance with all relevant licensing terms and conditions for each software



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- Maintenance of IT based hardware, diagnosis, repair or outsourcing as appropriate
- Managing warranty claims
- Maintaining all hardware and software inventories
- Ensuring that the computer system disaster recovery plan is accurate, reliable and implemented
- Ensuring that the timely and thorough data backup procedures are followed and reviewed, including tape validation, storage and management
- Keeping abreast of enhancements to the School's information systems as they become available or are scheduled for implementation
- Notifying the Director of Business and Finance of any serious misuse of the computer network or any ICT infrastructure and must immediately notify the Principal of any misuse of the computer network or ICT infrastructure which contravenes Mary MacKillop College or Catholic Education SA policies in relation to use of ICT
- The College website and intranet in collaboration with the Publications ESO
- Preparing and maintaining the ICT budget
- Ensuring that all appropriate actions are taken to maintain the security and validity of the computer network, both physically and electronically from undesired intrusion or compromise, from both external and internal sources
- Providing advice and support in the maintenance of the College's student management systems
- Assisting in training and development
- Effectively managing the budget, resources and infrastructure with particular attention to ensuring that all appropriate Occupational Health, Safety and Welfare requirements are fulfilled
- In conjunction with the IT Technician ensure that the:
 - installation of applications on the servers and desktops as required
 - system is compliant with latest operating system upgrades and patches
 - virus protection software is installed with the latest updates on all servers, desktops and other machines and devices connected to the College network
 - network and file server log books and associated documentation is maintained
 - response to Help Desk requests as required
 - timely and proactive response to staff and student technology concerns
 - day to day maintenance of the School's desktops and notebooks
 - diagnostic investigation and where necessary, arranging in-house or contractor repair and remedial action (including the maintenance of records) to ensure computer hardware and software serviceability meets the College's academic and operational requirements
 - daily backup of all file server systems
 - backup Log Book Maintenance of virus protection arrangements
 - reporting of unreasonable use of printing resources.



Occupational Health Safety & Welfare

Commitment

- Support the development and maintenance of a best practice OHS&W culture within the workplace
- Adhere to safe work practices
- Encourage colleagues and others on the worksite to adhere to safe work practices
- Be responsible for OHS&W and maintenance in any area or classroom designated
- Provide appropriate OHS&W training for persons using designated areas Legal and Policy Requirements
- Comply with all relevant policies and procedures
- Improve systems of work and safe practices

Plans and Budgets

- Implement relevant actions in OHS&W plans as required

Performance and Training

- Participate in relevant OHS&W training programs
- Provide appropriate OHS&W training for persons using designated areas
- Include OHS&W goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

Risk Management and Hazard Control

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual
- Participate in the investigation of potential hazards, dangerous occurrences, OHS&W incidents and near misses in accord with the Catholic Church Safety Manual

Consultation

- Raise OHS&W issues with their work colleagues, supervisor, or local OHS&W committee and assist with their resolution.
- Regularly discuss OHS&W issues with other staff at staff meetings
- Regularly consult with colleagues on OHS&W issues and actively participate in OHS&W committees if required



Monitoring

- Monitor and evaluate their OHS&W performance
- Monitor the health, safety and wellbeing of work colleagues to ensure they can undertake their work safely
- Participate in workplace OHS&W inspections/audits and assist in the maintenance of OHS&W facilities, resources, equipment and information
- Monitor workplace OHS&W performance and progress of the OHS&W action plan for the site

Specific Requirements

Acquire and maintain:

- Police Clearance to work in Catholic Education SA
- Approved Mandatory Notification training
- First Aid training
- Be aware of and comply with police check and screening procedures for employees, volunteers and contractors.

Other:

- Perform any other duties as required from time to time by the Principal

Performance Review

The employee must undertake performance review on an annual basis. On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Employee Signature:

Date:

Principal Signature:

Date:

Role Review Date:

Performance Review Date: