



MacKillop
CATHOLIC COLLEGE

The Opportunity

MacKillop Catholic College is a Catholic Secondary College on Hobart's Eastern Shore with a strong commitment to academic excellence and pastoral care. Our college community is built on strong values, and we strive to create an inclusive environment where all students are encouraged to reach their full potential.

We are now seeking a dedicated and passionate individual to join our vibrant and inclusive community for the following opportunity:

LEVEL 3 ICT SUPPORT OFFICER

Full Time Ongoing Position

Commencing ASAP

The Level 3 ICT Support Officer is accountable for the effective delivery of ICT support services for students and staff, to enable enhanced learning outcomes and efficient operations.

The successful candidate will have a strong understanding of infrastructure, system admin, and will have the ability to support the ICT Manager with concurrent ICT projects.

Duties and Responsibilities

Manage and Maintain ICT Systems and Services:

- Implement annual ICT operating plans.
- Establish protocols and procedures for the delivery of effective technical service support.
- Coordinate customisations, upgrades and reporting functionality.
- Contribute to the planning, testing, and implementation of programs and infrastructure upgrades.
- Provide advice and support to College staff regarding ICT protocols and procedures.
- Provide learning support and opportunities to students and staff.
- Work with the ICT Manager to establish guidelines, standard operating procedures (SOPs).

Manage and Maintain ICT Infrastructure:

- Resolve complex problems in the area of ICT ensuring system and data integrity.
- Ensure that appropriate data protection and disaster recovery measures are in place.
- Analyse network performance, design and equipment.
- Plan and implement routine maintenance and upgrades.
- Monitor and review system security.

- Maintain appropriate technical and change management records.
- Develop and maintain relevant standard operating procedures (SOPs).

ICT Administration:

- Maintain systems and procedures to ensure the efficient and effective functioning of ICT support.
- Respect and protect staff, student and family privacy and confidentiality.
- Resolve complex issues and complaints with due care and sensitivity.
- Administer allocated information services databases and specialist software applications.
- Analyse relevant data and information and make recommendations to enhance operations.
- Carry out safety risk assessments specific to ICT.
- Contribute to the establishment and monitoring of the ICT services budget.
- Build constructive relationships with external service providers when/as required.

About You

As a qualified ICT Officer you will have:

- A Diploma or higher qualification in a relevant ICT field, as well as proved experience in infrastructure and system administration.
- Current and satisfactory National Police Criminal History Check (NPCHC).
- Valid Employee Working with Vulnerable People Registration.

Salary

ICT Level 3, Salary Point 1: \$82,200 - ICT Level 3, Salary Point 5: \$90,622 p.a.

Salary is commensurate with qualifications and experience and in accordance with the Tasmanian Catholic Education Single Enterprise Agreement 2024.

How to Apply

To download a full copy of the Position Description, or to find out more about MacKillop Catholic College, visit:

<https://www.mackillop.tas.edu.au/>

Catholic Education Tasmania (CET) supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing. The successful candidate will require satisfactory registrations relevant to child safety.

We demonstrate our commitment to reconciliation by encouraging Aboriginal and Torres Strait Islander peoples to apply.

For any further information, please contact Human Resources Manager, Jodie Dalmazzo at jdalmazzo@mackillop.tas.edu.au.