



Doctrina Vitae

Bacchus Marsh
Grammar

Position Description

Director of ICT Services



Bacchus Marsh Grammar
South Maddingley Road, Victoria
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POSITION DESCRIPTION

POSITION: Director of ICT Services

ORGANISATIONAL UNIT: ICT Services Department

POSITION STATUS: Full time, permanent (37.5 hours per week)

CLASSIFICATION:

POSITION OVERVIEW:

The Director of ICT Services has oversight and responsibility of all aspects of Information and Communications Technology within Bacchus Marsh Grammar, to support and enhance learning and administrative operations. The Director of ICT Services is required to think strategically and influence demand for new and innovative ICT ideas and collaborate with staff to ensure long-term capability to meet these demands.

The Director of ICT requires strong analytical, communication, change management and project management skills, and provides clarity of direction and displays leadership. The Director of ICT must have a demonstrated capability to assist staff in integrating ICT into teaching and learning, as well as excellent interpersonal and communication skills.

KEY DUTIES AND TASKS

1. Leadership

- Demonstrate effective leadership of the ICT team to enable the development of an efficient and engaged ICT Team that is highly focused on the needs of the School and embraces technology changes.
- Demonstrate leadership and assist the Executive Team and Senior Leadership Team in the development of a vision for the inclusion and use of technology and its applications with school growth.
- Demonstrate leadership in the use of technology within the School.
- Ensure the school is at the forefront of technology and ideals that enable the greatest enhancement of teaching and learning practices, business operations and information access.
- Ensure technology used around the school is compatible, cost-effective and aligns with the school's mission.
- Provide strategic advice to relevant stakeholders on all matters related to ICT infrastructure and development of the advancement of the School.

2. ICT Management

- Develop and update an ICT Strategy that supports the Schools goals and objectives.
- Develop and maintain a positive and customer-focused team environment within the ICT Department.
- Develop an annual ICT plan and operating budget for ICT and monitor the implementation of these to ensure that financial targets are met.
- Be accountable for the management, mentoring and career development of all ICT Staff.
- Define and seek approval for the level of ICT resources required to meet these goals, and schedule and deliver major projects according to agreed priorities and timelines.
- Provide input into the implementation of policies, procedures and standards relating to ICT systems and their usage.
- Be responsible for researching and evaluating new technologies and liaise with the Executive Team and Senior Leadership Team regarding sourcing ICT solutions that support curriculum objectives.
- Attend and participate in staff meetings and related activities and attend workshops to keep up to date with ICT issues.
- Provide professional advice, and technical support to staff and students and others in the School community.

3. Service

- Develop and implement an effective model of service regarding the provision of Information Communication and Technology services in the School, through effective communication with all staff.
- Identify a set of key deliverables and the standards of delivery to be achieved within the ICT department.
- Liaise with the ICT staff to oversee the ICT Service Centre and Helpdesk.



- Negotiate service level agreements with both internal and external vendors as required and service providers; and work with the ICT staff to monitor service deliver, ensuring agreed targets and standards are met.

4. Security

- Manage network access to prevent unauthorised entry.
- Develop a network security plan, including virus protection and backup solutions.
- Liaise with ICT staff to manage multiple School databases, to include security, data safety and integrity, and disaster recovery.

5. ICT Systems

- Oversee development and management of the School's Web activities. This includes website, portal and all web applications.
- Lead the role out of all ICT equipment.

6. ICT Applications

- Manage the acquisition and implementation of Educational and Business Software Applications in the School.
- Manage and advise on software selection, ensuring that selected software fits within the ICT strategy and plan, and will work successfully with current infrastructure, and that it meets identified needs and supports the vision and requirements of the School in all areas.
- Manage licencing requirements with external vendors.
- Supervise Copyright and ensure that all software is used within the limitations of the organised Licencing arrangements.
- Liaise with relevant stakeholders to ensure appropriate staff training in ICT related areas.

7. Staff Management

- Manage and supervise ICT staff, directing the operation of the service desk, infrastructure support and systems administration.
- Set clear expectations for ICT staff in meeting operational and strategic goals of the school.
- Work with ICT staff to achieve individual goals and objectives and to develop individual development plans.
- Manage and oversee external contracts that work onsite and remotely.

8. Cyber Security

- In collaboration with the Business Manager, Principal, and other key stakeholders, develop a long-term planning and security strategy. This strategy will also factor supervising compliance and access, assessing security risks, investigating incidents, and arranging training.
- Implement a systematic approach to safeguarding information systems, networks, and digital assets from cyber threats with the aim of protecting these critical components from unauthorised access, data breaches and malicious activities perpetrated by cyber criminals. This will be achieved by a combination of strategies including technologies, processes, structures, and processes used to protect networks, computers, programs and data from unauthorised access or damage. Including:
 - a) Analyzing and configuring corporate systems to improve security;
 - b) Analyzing data loss prevention measures;
 - c) Auditing and identifying system vulnerabilities and ways to fix them;
 - d) Monitoring data behaviour for abnormal activities; and
 - e) Verifying security, availability, and confidentiality of corporate data.
- Conduct regular security audits and risk assessments to identify vulnerabilities and implement corrective actions.

9. Artificial Intelligence

- Oversee the management, direction and implementation of technical service functions associated with artificial intelligence (AI) technology.
- Identify opportunities for AI-powered solutions, working with cross-functional teams (academic and business support) to develop and deploy AI products, and continuously monitoring and improving their performance.

- In collaboration with the Business Manager and key stakeholders, develop a strategic direction on compliance for the design, development, and implementation of AI models into operational workflows. Including the development of policies and procedures that support compliance requirements.
- Stay abreast of the latest AI trends and developments to ensure the school remains at the forefront of educational technology.

10. Compliance Obligations

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|--|------------------------|
| • Development ICT Strategic Plan | Every 4 Years |
| • Review Strategic Plan | Annually |
| • Prepare Annual ICT Operation Plan | Annually |
| • Review ICT Policies and Procedures | Annually |
| • ICT Infrastructure Audit | Annually |
| • ICT Security Audit | Quarter |
| • Management ICT Report | ICT Committee Schedule |
| • Risk Assessment (in accordance with ICT Risk Register) | Annually |

11. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

12. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and comply with all WHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental, and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

13. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.
- Participate in various Committees including:
 - Member of the ICT Stirring Committee; and
 - Report to Executive Committee as required.

14. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Business Manager
- **Direct reports to this position:** ICT Department
- **Internal Relationships:** Principal and members of the Executive Team, Heads of School and staff working within all teaching and service areas.
- **External Relationships:** Students, parents, suppliers and vendors.



EXTENT OF AUTHORITY

- This senior position has a broad range of authority relative to the position to achieve the position objectives.
- Any issues that involve working outside of the position description need the approval of the person to whom this position reports.
- Positions at this level work under broad direction and tend to work with a degree of autonomy.

KEY SELECTION CRITERIA

Qualifications/ Licences

- Tertiary qualifications in IT or appropriate degree.
- Demonstrated knowledge of industry specific technology and application platforms.
- Current working with Children Check and Police Check.

Essential Criteria

- Demonstrated experience in a senior ICT position and leading an ICT department and/or team.
- Highly developed interpersonal skills and a demonstrated ability to successfully communicate and sustain proactive relationships with people at all levels, both within and outside the school community.
- Demonstrated high level of organisational ability and initiative including capacity to set priorities and work to deadlines.
- Demonstrated ability to manage staff and cultivate productive working relationships in a small team environment.
- High analytical skills and demonstrated capacity to provide leadership, leading to the high-level achievement and attainment of business imperatives.
- Sound project management skills.
- Sound problem-solving skills and the ability to implement and manage change in a clear, logical manner.

Desirable Criteria

- IT technical experience in an Education environment. Including experience in systems design and development process. Including requirements analysis, feasibility studies, software design, software design, programming, pilot testing, installation, evaluation and operational management.

AUTHORISATION

Approved: _____ Date: _____

Andrew Neal, Principal

I have read and agree to abide by the requirements of this position description.

Print Name: _____

Signed: _____ Date: _____