

Northside Christian College

Information Technology Services

Position Description - Systems Administrator

Position Purpose

The Systems Administrator is responsible for the deployment and administration of core services and applications and to recommend, document and implement best practice IT methodologies, to deliver a high quality of service to the College community.

The position will foster and maintain close working relationships with all levels of staff to ensure that the IT department has an understanding of, and the ability to respond to, the existing and emerging technology requirements of the College.

Accountability

The position reports to the Head of Educational Technologies through the IT Systems Manager.

Relates to

Head of Educational Technologies, IT Systems Manager, College staff and students.

Supervises

Nil

Conditions

Hours of work will be negotiated in accordance with the specific needs of the position.

Due to the nature of the work, significant out of hours will be required.

Leave will be at four (4) weeks per year of service as well as 10 days sick leave per year of service.

The Superannuation Guarantee will apply to this position as well as standard Long Service Leave provisions.

Remuneration

As provided by the Educational Services (Schools) General Staff Award 2010 and detailed in the Letter of Appointment.

Qualifications and Experience

Degree qualification with Microsoft certification, and/or an equivalent combination of education, training and experience.

Personal Attributes and Standards

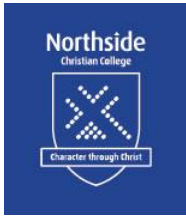
Every College employee must have a personal faith and commitment to Jesus Christ and is to be in regular fellowship and good standing with a local Christian church. Traditional Christian values must be lived out and exhibited daily.

The appointee must:

- be a regular attendee of a local Christian church and must ensure that he/she maintains a personal commitment to faith and belief in the Bible, consistent with the College's Statement of Faith
- demonstrate an acceptance of other people, be approachable and supportive of colleagues, building effective, professional staff relationships
- have the ability to accept authority and carry out directives
- have a willingness and commitment to know the organisation and support its mission and vision
- demonstrate a sincere commitment to the Principal and Senior Staff in the exercise of their roles.

Skills and Competencies

- Experience with Microsoft Windows Server, Unix based OS, Networking, Exchange, System Centre and Virtualisation technologies (VMWare and Hyper V)
- Experience in managing enterprise servers, storage, switches, routers, wireless networking and communications lines
- Practical experience in managing internet connections, security, firewall and virus management systems
- Working knowledge of Enterprise backup solutions
- Excellent interpersonal and communication skills, both verbally and written



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- Ability to prioritise work and deliver to deadlines
- Ability to work independently, and collaboratively as a member of the IT team
- Previous experience in an Education environment is desirable
- Advanced level skills in the use of Microsoft Windows and the Microsoft Office productivity suite
- Preparedness to keep up-to-date with technological developments
- Demonstrated personal drive and initiative
- Ability to maintain total confidentiality and observe professional boundaries
- Possess a sense of humour and patience
- Have an attitude of excellence and ownership
- Punctual, reliable and flexible
- Appearance and dress will be professional and neat at all times
- Ability to work irregular hour as required to fulfil the requirements of the role

Key Responsibilities (and Duties)

- Management of existing network infrastructure and services including:
 - Monitoring and maintenance of all core infrastructure (Servers/Storage/Network), as well as the provision of technology solutions within the School
 - Monitoring and maintenance of core services (File/Print/Email/Internet)
 - Ensuring that regular data backups occur in accordance with disaster recovery procedures
 - Overseeing all aspects of network security.
- Management of systems within the organisation including:
 - Administration, maintenance and monitoring of existing applications and associated databases (SQL and MySQL)
 - Configuration and monitoring of integration between college systems
- Provide support to college staff and students
 - Provide technical support to staff and students over the phone, by email and in person
 - Provide an escalation point for Service Technicians when dealing with complex issues involving College systems.
- Administration of departmental functions including:
 - Providing input into IT operational planning and direction
 - Overseeing departmental start / end of year processes
 - Liaising with external providers for support of third party hardware and a- Deploying new infrastructure and services as approved by the IT Systems Manager
- Communicating information within the IT department, to the staff and to the wider school community as required including:
 - Developing plans and timelines so that the routine administrative work of the School and routine maintenance of IT equipment are managed in a timely and efficient manner
 - Effectively communicating with technology users to ensure that job resolution occurs in a thorough, timely and professional manner
- Management of project tasks and other duties as assigned by the IT Systems Manager
- Take reasonable care for your own and others' hygiene, health and safety
- Follow College Workplace Health and Safety policies and procedures
- Perform other duties as may be nominated by the IT Systems Manager or the Head of Educational Technologies

Selection Criteria

In addition to meeting the requirements outlined above, every employee is required to:

- Demonstrate a Christian World View
- Provide a current, written Pastor's Reference
- Subscribe to the College's Statement of Faith
- Hold a current 'Working with Children Blue Card' or the have the ability to obtain one.