



Donvale Christian College

Position Description

Position: Applications and Integrations Administrator

Accountable to: Head of Business Systems and ICT

Major Relationships: Service Desk Manager
ICT Team

Time Fraction: Full time

Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience, academic attainments and addressing the criteria listed in the Position Description. Three referees are required to be listed – included in the three is to be one church reference demonstrating an active faith.

Applications which will be received as advertised until **Monday, 4 July 2022** and should be marked '**Applications and Integrations Administrator**' and sent via email to:

employment@donvale.vic.edu.au

The College does not accept unsolicited agency approaches. We expect candidates to apply directly.

Donvale Christian College:

Donvale Christian College is located in the eastern suburbs of Melbourne having opened in 1975. The current enrolment is over 1500 students from Prep to Year 12 and the total number of employees is approximately 300.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Board is totally elected by the membership of Donvale Christian College Ltd. The Principal is appointed by the Board and together they appoint staff.

Members of the Donvale Christian College community come from many different Christian faith traditions. To ensure a sense of harmony between home and School, the College has adopted a Statement of Faith based on a Christian worldview. All parents and Staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate

"Act justly, love kindness and walk humbly with your God." Micah 6:8

agreement when applying for the enrolment of their children or employment at the College.

Staff members are expected to actively support the Christian aims of the College and to be members of a Bible based worship community.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the College's Child Safe Code of Conduct and the College's Child Safe Policy. Applicants are required to provide a valid Working with Children Check/VIT and will be subject to background checking in accordance with this policy.

College Requirements

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff retreat.

Role

The Technology Department exists to help the College community excel in teaching and learning with technology. The Applications and Integrations Administrator supports the College by providing technical management of the College's applications, databases, and products, and integration between them.

The core business of Donvale Christian College is to be a biblically directed learning community. Everyone and everything in this community serves this purpose. Each person in the College community has been gifted by God to make his or her contribution to the learning and teaching for which God has brought the College into being.

Essential Duties and Responsibilities

- Provide technical management and support for the College's applications, databases, and products.
- Develop and manage integrations between the College's applications, databases, and products.
- Provide advice on the capabilities of applications, databases, and products to meet College needs.
- Maintain an understanding of how the College's applications, databases, and products are used by staff, students and parents.
- Maintain knowledge base, documentation and record keeping.
- Follow and proactively contribute to the policies and procedures of the Technology Department.

- Stay up to date with changes to the College ICT environment and keep an interest in wider developments of technology in education.
- Proactively work with the wider Technology Department team, contributing to the delivery of the ICT Plan.
- Undertake other activities, projects, or tasks as directed by the Head of Business Systems and ICT.

Position Requirements – Education and experience:

- IT related qualifications or certifications. (e.g. CCENT, CompTIA A+).
- Experience with programming languages and concepts, including PowerShell and JavaScript.
- Experience administrating and supporting databases, including SQL.
- Learning Management Systems (such as Accelerus, GradeXpert, Schoolbox)
- School Management Systems (such as Edsmart, Synergetic)
- School Finance Systems (such as Aurion, ProMaster)
- Customer service experience.
- Experience providing technical support or working as part of an IT Service Desk, preferably in an educational environment.
- Understanding of basic troubleshooting methodologies.
- Basic understanding of networking (wired and wireless).
- Have a valid Victorian Driver's License.
- Working with Children Check (Employee).

Competencies:

- High-level of self-organisation and time management skills.
- Able to work proactively and independently to troubleshoot or research issues.
- Strong analytics and problem-solving skills.
- Excellent written and verbal communication skills.
- Flexible and resilient during high-pressure situations.
- Work well with others and as part of a team.
- A passion for learning and professional development.
- Active interest in emerging technology.

College Expectations

- Support the College's guidelines and policies.
- Implement the programs, teaching practices and other activities as decided by the College.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, helping team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.

- Perform their responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safe policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

Applications to include:

- Applications which will be received as advertised until **Monday, 4 July 2022** and should be marked '**Applications and Integrations Administrator**' and sent via email to: *employment@donvale.vic.edu.au*
- A **covering letter** addressing the essential duties and responsibilities above.
- A concise **curriculum vitae** including personal details, church involvement, career experience and academic attainments.
- **Three referees** – one must be a **church reference** demonstrating an active faith.

The College reserves the right to interview candidates prior to the advertisement closing date. If you are successful in obtaining an interview you will be contacted by telephone. If your application is not successful, you will be notified by email.