



Donvale Christian College

Position Description

Position:	ICT Operations Administrator
Accountable to:	ICT Manager
Major Relationships:	ICT Staff Administration Staff
Time Fraction:	Full-time. 8:00am – 4:00pm, 5 weeks annual leave. Start date negotiable.

Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience, academic attainments and include a cover letter addressing your ability and experience to undertake the duties and responsibilities of the role and the reasons why you want to work at Donvale Christian College. Three referees are required to be listed.

Applications will be received as advertised until **Friday, 3 November 2023**. Please send your application via email to: employment@donvale.vic.edu.au.

Please indicate in your application that you are applying for the '**ICT Operations Administrator**' role.

Please note that the College does not accept unsolicited agency approaches. We expect candidates to apply directly.

Donvale Christian College:

Donvale Christian College opened in 1975 and is located in the eastern suburbs of Melbourne. The current enrolment is over 1570 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 Executive Principal is appointed by the Board and together they appoint staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and 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 agreement when applying for the enrolment of their children or employment at the College.

All Staff 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 Safety Code of Conduct and the College's Child Protection and Safety 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.

Role Description

As part of the DCC community, the role of the ICT Operations Administrator is to provide quality and efficient administration support to the ICT department.

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.

Essential Duties and Responsibilities

Administrative support

- General organisation of the ICT Office.
- Coordinate mail and deliveries.
- Manage ID cards for College staff and students.
- Book and facilitate appointments and meetings.
- Record and track ICT agreements and contracts.
- Coordinate ICT communications with staff, students, or parents.

ICT asset management

- Asset tracking and lifecycle management.
- Stock management.
- Coordination of device repairs and replacements.
- Purchase new assets and devices.

Budget support

- Generate purchase orders.

- Reconcile department credit cards.
- Manage department petty cash.
- Process invoices.
- Other purchases as needed.

Service desk support

- Triage incoming ICT tickets.
- Perform regular checks and tasks.
- Proof and manage knowledgebase articles.

Other

- Administrative and Project Management support to the ICT Manager.
- Attend and take minutes at meetings.
- Maintain documentation and record keeping.
- Follow and proactively contribute to the policies and procedures of the ICT 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.
- Other duties as directed.

Core Competencies:

- High-level of self-organisation and time management skills.
- Able to work proactively and independently.
- Excellent written and verbal communication skills.
- Proficient at document writing and record keeping.
- Flexible and resilient during high-pressure situations.
- Work well with others and as part of a team.
- A passion for learning and professional development.

Desirable Qualifications/Experience:

- Experience in customer service or administrative support is essential.
- Experience working as part of an IT service desk is highly desirable.
- Experience and knowledge in IT is desirable.
- Working with Children Check is essential.
- Driver's licence is essential.

College Expectations

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.
- 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\ to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, provide assistance to 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 Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

Applications to include:

- Applications will be received as advertised until **Friday, 3 November 2023**. Please send your application via email to: *employment@donvale.vic.edu.au*.
- Applications are required to:
 - Indicate that you are applying for the '**ICT Operations Administrator**' role.
 - Include a **covering letter** which includes your ability and experience to undertake the duties and responsibilities of the role and the reasons why you want to work at Donvale Christian College.
 - Provide a concise **curriculum vitae** including personal details, church involvement, career experience and academic attainments.
 - **Three referees** are required to be listed.

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.