

Position Title:	Director of ICT Services (Full-Time/Part-Time)
Report to:	Executive Principal
Directly Report to:	Chief Experience Officer
Collaborate with:	Director of Education Strategy, Teaching Staff and Family Engagement Team
Award:	NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023
Role Description:	<p>The Director of ICT Services is responsible for the operation and improvement of the school's ICT infrastructure and ICT services to support and enhance teaching and learning, school operations, and maintenance of both the School Management System (TASS) and the Learning Management System (Canvas). As the onsite technical lead, the Director of ICT Services will provide day-to-day coordination of ICT, working with the Executive Principal, Director of Education Strategy and Chief Experience Officer, liaise with key school stakeholders to ensure the efficient and effective day-to-day operation of ICT and delivery of support services. The Director of ICT Services will provide any additional ICT support as required by the Executive Principal (or School).</p>
School Overview:	<p><i>Pioneering the Future of Education:</i> At Hunter Christian School, we're not just educating students; we're shaping the future of learning. We're embarking on an exciting journey to revolutionise education, and we want you to be part of it.</p> <p><i>Unparalleled Professional Development:</i> Imagine enhancing your professional skills with guidance from world-renowned experts. At HCS, you'll have the opportunity to grow through training with Harvard neuroscientists, gaining cutting-edge insights into how the brain learns. This knowledge will empower you to create more effective, engaging learning experiences for your students.</p> <p><i>Leadership for All:</i> We believe every staff member has leadership potential. That's why we've established a Staff Leadership Academy open to all. Here, you'll develop crucial skills in communication, emotional intelligence, and strategic thinking, preparing you for future leadership roles within education and beyond.</p> <p><i>A Community of Rich Learning:</i> At HCS, we're committed to fostering a genuine Christian community where rich learning thrives. Our Christ-centred approach ensures that every student is known, seen, and supported on their educational journey. You'll be part of a passionate team dedicated to igniting a life of purpose for each child.</p> <p><i>Pioneering a New Approach:</i> We're developing an innovative approach to education that will set new standards in the field. You'll have the opportunity to contribute to this groundbreaking initiative, shaping the future of learning for generations to come.</p> <p><i>Join Us on This Journey:</i> Together, we can create an educational experience that truly prepares students for the challenges and opportunities of tomorrow and transform lives and shape the future of education.</p>
Essential Duties and Responsibilities, including duties as required by the Executive Principal	
1. Leadership and Project Management	<ul style="list-style-type: none"> - Identify and deliver ICT projects aligned with strategic goals by collaborating with leadership on project planning. - Ensure ICT governance, risk, and compliance by oversee technology programs and compliance requirements and maintaining risk management frameworks.

	<ul style="list-style-type: none"> - Participate in the development and implementation of the teaching and learning components of the ICT Plan under the direction of the Director of Education Strategy. - Maintain robust reporting and communication frameworks by providing regular reports on ICT service performance and project outcomes.
2. Service Delivery	<ul style="list-style-type: none"> - Facilitate ICT skill-building among staff by providing training to staff. - Ensure reliability and availability of ICT services by managing and maintaining ICT infrastructure, devices, and applications and communicating proactively about systems changes and outages. - Oversee and manage ticketing systems by prioritising and triaging tickets to ensure there is no backlog of unresolved tickets.
3. Organisational and Professional Competencies	<ul style="list-style-type: none"> - Effective planning and ability to prioritise workload and competing demands. - Develop and maintain task plans, adjusting priorities based on urgency and importance. - Communicate with stakeholders to manage competing demands and resolve scheduling conflicts. - Keep and a clean and tidy workspace ensuring equipment and secure. - Communicate effectively with staff and stakeholders. - Ensure confidentiality and privacy are maintained. - Network with peers to exchange best practices.
4. Health and Safety	<ul style="list-style-type: none"> - Promote a safe and healthy work environment. - Follow health and safety guidelines.
Attributes	
	<ul style="list-style-type: none"> - Committed Christian actively involved in evangelical Church - Committed to engaging in the education of the whole child: socially, emotionally, spiritually, and academically - Committed to lifelong learning - Growth mindset oriented - High level interpersonal and communications skills - Ensure the school is child safe and current WWCC is provided - Relevant qualifications and experience would be desirable