



Position Vacant

- Heritage College Lake Macquarie -

Information Technology Officer



"Working Together for Good"

Information Technology Officer

Heritage College Lake Macquarie (HCLM) is an independent, co-educational K - 12 Christian school located in the growing Lake Macquarie area. The school is committed to preparing every child to meet the challenges of a changing world with courage and confidence. The key to unlocking this potential is providing a program of holistic education focused on developing the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

An exciting opportunity exists for a highly motivated Information Technology Manager. This important role requires strong technical capability, sound organisational skills, attention to detail, the ability to liaise with others to solve problems and a passion for information and communications technology.

The ideal candidate will demonstrate a personal faith and commitment to the Lord Jesus Christ and a lifestyle consistent with that faith. They will present strong interpersonal skills that values relationships and a desire to make a difference in the lives of students.

The position is part-time position with a view to full time based on skills and capability.

RESPONSIBILITIES:

- Technology Support (networks, computers, devices and peripherals)
- IT issue management (technical troubleshooting, resolution, user education)
- IT Maintenance (covering upgrades, configurations, licences, subscriptions, registers)
- Deploy hardware and software and support the college to effectively use technology
- Assist with Information Technology strategy and product selection
- Ensure IT systems support regulatory compliance
- Oversee IT Projects, Procurement and continuous improvement activities

SKILLS / QUALITIES:

- A Bachelor in Computer Science or related, or relevant industry experience
- Self-directed, motivated and innovative with a desire for excellence
- Self-disciplined and can prioritise competing demands
- Flexible and innovative thinker able to generate workable solutions
- Excellent planning, data analysis and problem-solving skills
- Experience managing IT projects
- Sound knowledge of IT systems, software and related technologies
- A general knowledge of technical infrastructure and networking principles
- Experience in implementing IT security measures and policies and technical controls.
- Good understanding of end-user computing (mobile, tablet, thin client, desktop, laptop)
- Experience managing:
 - Hardware: Network Infrastructure, End-User Devices, Phones, CCTV and Printer
 - OS: Microsoft Windows, macOS, Android and iOS
 - Systems: LMS (ie. Canvas), SIS (ie. Sentral), IAM (ie. Azure AD, Google Workspace, Apple School Manager), MDM (ie. Mosyle)

The successful applicant will have a warm and welcoming disposition, excellent communication and interpersonal skills, and a demonstrated ability for self-directed work, flexibility, creativity and attention to detail. Ability to actively engage in collaborative teams to build effective partnerships

REQUIREMENTS FOR WORK:

- All applicants must demonstrate positive support for the College's Christian values.
- All applicants must have a valid Working With Children Check (WWCC).

APPLICATION:

Should you wish to apply for the position please email your resume to applications@heritage.edu.au by 16th January 2023.