

ICT Technician



ROLE DESCRIPTION

ROLE TITLE:	ICT Technician
CLASSIFICATION:	Resources Stream – ESO Grade 2
COMMENCEMENT:	ASAP
TENURE:	Permanent - Full-Time
HOURS OF WORK:	5 days per week – 48 weeks per year – 8.00 am to 4.15 pm (37.5 hours per week)
BREAKS:	15 minute paid morning tea break 45 minute unpaid lunch break
ADDITIONAL:	Flexibility of working hours and days will be required during peak workload periods.
COLLEGE:	St Michael's College (Secondary Henley Beach Campus and Primary Beverley Campus)
RESPONSIBLE TO:	ICT Manager
KEY RELATIONSHIPS:	Internal: Business Manager, Deputy Principal Pastoral and Head of Secondary Campus, Deputy Principal Head of Primary Campus, ICT Manager, ICT Systems Administrator & Team Leader, Students, Teaching staff and Administration staff. External: College community families and visitors.

PURPOSE

St Michael's College is a Catholic co-education College in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

Under general supervision, the ICT Technician is responsible for College information, communication and technology (ICT) support by assisting with the day-to-day running of online services, creation and general maintenance of system operations and first level Help Desk support to St Michael's College community.

Tertiary qualifications in Information Technology (TAFE Cert 3 or higher) essential.

ROLE PERSONAL SPECIFICATIONS

Duties include, but not limited to:

- Providing first level help desk support and technical support to College community when required
- Assist with hardware (printers/laptops/iPAD/audio visual/devices), contributing to the overall efficiency and productivity of systems and software within the College community
- Maintain ICT asset register for equipment, software, and documentation. Report any damaged, missing, or faulty equipment to be repaired/replaced as authorised
- Provide assistance in creating and maintaining system operation manuals and software license register
- Carry out technical support for College community when required to ensure systems and equipment are fully operational
- Work with Human Resources on 'onboarding' new community members
- Set up ICT equipment as requested
- Undertake other duties, as required by the Principal (or delegate).

Primary Campus

78 East Avenue
Beverley, SA 5009
p: 08 8346 6548
smcprimary@smc.sa.edu.au

Secondary Campus

15 Mitton Avenue
Henley Beach, SA 5022
p: 08 8356 5966
smc@smc.sa.edu.au

EVIDENTIARY REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- Hold and maintain a current vehicle license
- Tertiary qualifications in Information Technology (TAFE Cert 3 or higher) essential
- Role related qualifications and experience in a College/school preferable
- Knowledge of Microsoft Products, including Microsoft 365, Word, Publisher, Excel, PowerPoint, and other programs
- St Michael's College staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of SMC Staff working in High-Risk Settings. SMC Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for SMC Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

PERSONAL CAPABILITIES

- Demonstrated understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Highly effective administration and decision-making skills that demonstrate clarity, competence and a collaborative approach
- A service provider with excellent customer service skills
- Collaborative team-player who also has the ability to work autonomously with limited supervision
- Ability to prioritise, use initiative and multi-task to achieve deadlines
- Conscientious, reliable and values driven
- Demonstrated ability to communicate effectively to other staff, students and parents
- Demonstrated commitment to life-long learning and professional development
- Excellent time management and organisational abilities
- Commitment to the purpose and philosophy of the Catholic understanding and exercise of pastoral care

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct_SACCS_May2020.pdf](#) . This Code applies standard for appropriate ethical and professional behaviour
- Adhere to the [Child Safeguarding Policy](#)
- Ensure that confidential information is handled appropriately according to the St Michaels [PrivacyPolicy.pdf](#)
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively
- Appropriate professional dress according to the St Michael's Staff Dress Code Policy

WORK PLACE HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must: -

- take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct_SACCS_May2020.pdf](#) . This Code applies standard for appropriate ethical and professional behaviour.
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition.
- Enhance the College's relationship with external stakeholders through positive interactions and communication.
- Maintain professional and courteous relationships with internal and external providers and clients.
- Demonstrate the values of the College through personal behaviour.
- Demonstrate safe behaviour at all times.
- Comply with the College's standards and procedures in WHS.
- Reporting of all WHS hazards and incidents.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Position Description Review: October 2024