

POSITION DETAILS

Title of Position:	Director – Information and Communications Technology
Reports to:	Executive Director, Catholic Education Office
Section:	Information and Communications Technology
Team:	Information and Communications Technology
Number of Direct Reports:	15+
Classification:	Level H2

BROAD PURPOSE

Catholic Education South Australia (CESA) has embarked on a significant period of innovation and change to respond to opportunities emanating from the South Australia Commission for Catholic Schools (SACCS) strategy, *Towards 2027: Expanding Horizons and Deepening Practices*.

Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

POSITION OVERVIEW

The position of Director – Information and Communications Technology is responsible for delivering innovative, efficient, and cost-effective ICT solutions that align with and support the vision, mission, and strategic priorities of Catholic Education in South Australia.

Providing strategic and operational Leadership for the Information and Communications Technology (ICT) function, serving the Catholic Education Offices, and Catholic Schools across South Australia. Additionally, the role involves leading the effective management and integration of complex information systems and ICT projects, ensuring the use of best practice project management methodologies tailored to the size and structure of the organisation.

SIGNIFICANT WORKING RELATIONSHIPS

- Executive Director, Diocesan Director
- CEO Directors, Senior Leaders and Staff
- School Leaders across CESA
- South Australian Commission for Catholic Schools (SACCS)
- National Catholic authorities supporting Catholic Education across Australia
- Government Educational Agencies
- Auditors
- External Contractors, Suppliers, and Organisations
- ICT Advisory Committee Members
- Senior Leadership within the Adelaide Archdiocesan Office and the Port Pirie Diocesan Office

KEY RESPONSIBILITIES

OPERATIONAL & TECHNICAL

- The development and implementation of CESA's multi-year ICT strategy.
- Establishing an annual ICT plan, which delivers on CESA approved strategies.
- The delivery of SACCS ICT strategic and operational projects.

- Providing leadership and strategic ICT advice as a member of the CEO Leadership team.
- Collaborating with School and System Leaders, and key Stakeholders to align with system and tactical goals improving operational efficiency and educational outcomes.
- The management of ICT's responsibilities across applications development, data management; hardware infrastructure; networks, security and filtering, production systems management, School's technology support, ICT service centre, and ICT project management.
- The management of SACCS ICT infrastructure and application landscape in accordance with approved ICT principles.
- Ensuring governance and risk framework and methodology are applied to the ICT function, to provide optimal system and information security, statutory compliance for data storage, reporting to statutory and/or other appointed auditors, business continuity and disaster projects and contract stakeholder management.
- ICT budget preparation and financial management; including annual operating, capital and headcount budgets, and the efficient management of ICT projects.
- Providing the Executive Director with strategic advice and support related to Information and Communications Technology key responsibilities.

ALL DIRECTORS

- Provide witness as a Catholic Leader to the works a life of the Church.
- Promote and emphasise the values and principles that are integral to the Catholic Church and Catholic Education.
- Lead in the development of Catholic Identity across all domains of the office and Schools.
- Lead in the integration of services within the office, across the teams, and within services delivery to Schools.
- Lead, with other Leadership Team colleagues, in the development of cohesive leadership and direction of the offices.
- Collaborate and liaise with Diocesan, Government and other Education Authorities and agencies as required.
- Provide leadership and advice to the National Catholic Education Commission in national matters.
- Provide leadership and advice to the Catholic Network Australia in national matters.
- Advocate and influence the interests of the Catholic sectors internally, and at state and national levels.
- Lead strategic action to ensure continuously improving outcomes for all students.
- Lead strategic action that ensures the best provision of Catholic Education through advocacy and excellent use and provision of resources.
- Lead in the development, maintenance and review of quality assurance and risk management frameworks for the Catholic Education sector.
- Accountable for identified, annual and long-term outcomes of Director's section.
- Undertake other duties as determined by the Executive Director.

BEHAVIOURAL

- Demonstrate excellent interpersonal skills with an ability to positively influence Stakeholder management at all levels.
- Posses sound problem solving and analytical skills.
- Have highly developed skills in leadership, strategic planning, communication and conflict resolution with the ability to translate complex technology issues in business terms.
- Demonstrate a commitment to working in collaborative relationships.
- Demonstrate high levels of motivation and commitment towards the delivery of strategic outcomes and services to Schools.
- Have a capacity to lead, manage and be accountable for team finances and human resource matters.

- Possess excellent organisational and time management skills, the capacity to successfully multitask, managing competing priorities, maintain attention to detail and meeting deadlines.
- A commitment to supporting the Catholic ethos and values of Catholic Education in South Australia.

SELECTION CRITERIA

QUALIFICATIONS:

- Hold relevant Postgraduate Degree, preferably at Master's level or higher, in Computer Science, Business Administration or a related field.

Desirable

- Industry professional development being highly desirable.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Extensive experience in leading an ICT function within complex multi stakeholder environments with proven capability in the delivery of aligned strategic outcomes.
- Proven experience with both in-house and outsourced ICT support solutions.
- Familiar operating systems such as Windows, Unix, and Linux.
- Extensive experience in the delivery of significant ICT projects on time and within budget.
- Demonstrate advanced computer literacy skills.
- Familiar with systems design and development process, including feasibility analysis, software design, pilot testing, installation, evaluation and operational management.

OTHER CONDITIONS

- Support CESA's Values:
 - *Openness to God's Spirit at work in our midst and living in Catholic faith.*
 - *Respect for the dignity of each person*
 - *Commitment to processes of learning that are formative, challenging, engaging, life-long and life-wide.*
 - *Inclusivity of those at the edges*
 - *Sensitivity, justice, and compassion*
- CESA is committed to ensuring the safety, wellbeing and dignity of children and young people by complying with the National Catholic Safeguarding Standards. Good charter screening and safeguarding training requirements apply to all positions. Among other things, you are required to maintain:
 - Appropriate clearances including a valid Working with Children Check (WWCC) clearance, a Catholic Clearance and Clearance through the Catholic Education Office e-screening process.
 - Current certification in Responding to Risk of Harm, Abuse and Neglect in Education and Care Settings.
 - Undertake induction and ongoing training as directed from time to time.
- Always act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Comply with the Work Health & Safety management system and, as a worker, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as they are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate 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.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

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.